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ABSTRACT

The policies and procedures to be observed in the management of the affairs of Washington State University are presented. Major sections of the 1976 manual include: history and objectives; freedom and responsibility; administration and organization; faculty personnel policies; and business procedures. Faculty personnel policies deal with selection, employment, annual review, tenure, leave of absence and vacation, disciplinary regulations, termination, compensated outside service, retirement, salary schedules, personnel records, workload, educational advancement opportunities, research, academic freedom, liability, and other fringe benefits. (LBH)

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OCTOBER 1976

TEACHING MANUAL

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FACULTY MANUAL

A HANDBOOK OF
POLICIES AND
REGULATIONS

WASHINGTON
STATE
UNIVERSITY

OCTOBER, 1976

Washington State University is an Equal Opportunity/Affirmative Action employer. It subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, relative to civil rights, and all rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, or national origin.

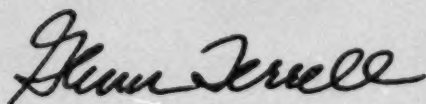
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A Letter from Glenn Terrell

This document sets forth the policies and procedures which the faculty, the Board of Regents, and the administration of Washington State University have agreed will be observed in the management of the affairs of this University. These policies have been developed over many years, and they, have been revised many times. Because of changing circumstances, the process of revision will be a continuous one.

The basic assumption underlying the development of the system of governance of Washington State University is that, in general, the various components of the University must agree on the ground rules and the boundary conditions around which the governance system is built. Such is the case with the *Faculty Manual*. It provides us with an agreed-upon set of guidelines for managing the affairs of the institution, and yet we can change any part of this when we are agreed that a change is appropriate.

A handwritten signature in dark ink, reading "Glenn Terrell". The signature is fluid and cursive, with the first name "Glenn" and last name "Terrell" clearly distinguishable.

Glenn Terrell, President

SECTION ONE

History and Objectives

Washington, an organized territory since 1853, became a state on November 11, 1889. The Legislators believed that education was vital to the development of a great new state with all the advantages of the older ones. A major goal was the establishment of an institution that should excel in science and mechanic arts but should offer general higher education on equal terms to all the people of Washington. Federal legislation, in three main enactments, offered substantial assistance.

Extensive land grants were given the younger states through the provisions of the Morrill Act of July 2, 1862. Senator Justin S. Morrill of Vermont, observing what the existing colleges had done for men in the "Learned Professions of Law, the Ministry, and Medicine," had firm faith in the possibilities of "education for leadership" of the "industrial classes." The basic educational philosophy of the Morrill Act extended far beyond the scope of agriculture. The law specifically appropriated certain granted lands "to the endowment, support, and maintenance of at least one college in each state where the leading object shall be, without excluding other classical and scientific studies, and including military science and tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislatures of the states may respectively prescribe, in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions of life." Under this policy, 90,000 acres were granted the state of Washington. The income from these properties still contributes to the support of Washington State University.

Supplementing this, provision was made (Hatch Act, March 2, 1887) in connection with the so-called "land-grant" colleges for establishing agricultural experiment stations designed "to promote scientific investigation and experiment respecting the principles and applications of agricultural science."

Further land grants were provided to endow, in each of the younger states, a "school of applied science" or "school of mines." The land grant to the state of Washington for this purpose was 100,000 acres, from which Washington State University receives current income.

These three institutions (agriculture and mechanic arts, agricultural experiment stations, and school of applied science) were united, and on March 28, 1890, the Legislature authorized establishment of the institution now officially designated Washington State University. After a period of turbulent political competition among different sections of the state, the town of Pullman in Whitman County was selected as the site for the new school.

The income from the lands set aside by the federal government was to be used to construct classrooms and laboratories, to provide scientific equipment, and to employ qualified instructors. The attainment of these objectives was slow. WSU had its start in the humblest of settings. On January 13, 1892, the first classes on the campus were held in a one-story brick building; a faculty of five members served the original student body of sixty.

The changes in the presidency of Washington State University throughout the years have been few. The first President was George Lilley, 1891-1892; his successor, John W. Heston, served from December, 1892, until September, 1893. Dr. Enoch A. Bryan next took over the position, which he held until his retirement in 1916. Thereafter, for twenty-nine years, until 1945, WSU continued its growth under the administration of Dr. E. O. Holland. Dr. Wilson Compton served in a period of great expansion and development, from 1945 until his resignation in September, 1951. Dr. W. A. Pearl served as Acting President from this time until April, 1952, when Dr. C. Clement French assumed office. Dr. French served until November, 1966. Dr. Wallis Beasley served as Acting President from November, 1966, until the assumption of the presidency by Dr. Glenn Terrell in July of 1967.

The character and functions of the University are determined by the broad terms of the original chartering laws and by later state enactments in harmony with the basic federal statutes and the later Smith-Lever Act (1914). (See *Revised Code of Washington* for specific statutes relating to WSU.) This heritage of state and federal law directs the activities of this land-grant institution into three paths:

Instruction in both liberal and practical arts to develop responsible citizens and provide them with the professional and technical skills

needed by society. This purpose obligates WSU to furnish such programs and facilities that students may develop:

- A high sense of responsibility and moral values.
- Intellectual curiosity and integrity.
- The ability to think logically and conclusively.
- The ability to express themselves adequately, both orally and in writing.
- An understanding of the processes by which new facts are developed and the ability to learn new facts by observation and deduction from things already known.
- An understanding and appreciation of the responsibilities and privileges of citizenship.
- An understanding and appreciation of their personal, social, and vocational relationship to the society in which they live.
- Aptitude in and understanding of the skills and concepts which make for competence in their chosen professional and technical fields.

Research in both fundamental and applied knowledge, a program repeatedly expanded by statute until the University is now specifically responsible under law for investigation and experimentation in virtually every area of thought and activity, including pure and applied science, agriculture, industrial technology, the social sciences, and the arts. Broadly stated, the aims of research are to add to knowledge and to apply new facts to the betterment and the enrichment of life.

Extension, to make readily available to all citizens the results of research and the rich cultural heritage embodied in the arts and sciences.

This three-fold pattern of responsibility, set for all land-grant institutions by their basic charter in the Morrill Act, broadened nationally through more than a century and in our own state through eighty-five years, and ripened through experience and vision into a kind of higher education unique in the history of the world, expresses the purpose of WSU to strive to be a worthy member of the nationwide land-grant system and a vital part of the economy and culture of Washington. Teaching young people, seeking better understanding of life's problems, and carrying guidance and help to citizens in all parts of the state make up the triple enterprise to which the staff of Washington State University is dedicated.

SECTION TWO

Freedom and Responsibility

The Board of Regents has adopted the following policies:

FREEDOM OF EXPRESSION

In 1968, on the recommendation of the President, the Board of Regents of Washington State University approved a policy statement on "Freedom of Expression and Accompanying Responsibilities" applicable to all members of the University community. This statement asserts clearly the fact that the University will protect the rights of its members to dissent or protest, provided these expressions do not interfere materially and substantially with the rights of others nor disrupt the processes of the University. In order to protect these rights and privileges, the following policies have been established, in the hope they will provide the community member with a useful gauge for the boundaries of dissent.

It is the policy of Washington State University to support and promote each individual's right to express views and opinions for or against actions or ideas in which a person has interest, to associate freely with others, and to assemble peacefully. It is important to point out, however, that the right to protest and dissent must fall within reasonable ground rules.

The above rights exist in equal measure for each member of the University community. They exist regardless of the professional stature of the individual and regardless of the degree of acceptability among others of views or opinions advocated.

In order to safeguard the rights of every citizen to criticize and seek meaningful change, each individual has an obligation to respect the rights and opinions of all members of the University community. To maintain the role of constant self-evaluation, certain responsibilities must be observed to create an atmosphere where free inquiry is allowed and legitimate grievances are addressed.

Accordingly, the members of Washington State University insist that

the free expression of views and opinions, whether by individuals or by groups, be such that the rights of others are not violated.

The following conduct interferes with the rights of others and, therefore, cannot be permitted:

1. Intentional disruption of the educational processes and functions of the University, including classroom and laboratory activities, offices, services, meetings, or ceremonies.
2. Intentional and unauthorized obstruction or restriction of free movement of persons or vehicles on the campus or other University property.

Peaceful picketing is permitted, but such activity must be confined to the outside of University buildings and must not interfere with or restrict the free flow of traffic to and from any University building. Picketing of the Wilson Compton Union must be confined to the lobbies or to the outside of the building.

3. Detention or physical abuse of any person or conduct which threatens imminent bodily harm or endangers the health or safety of any person on any property owned or controlled by the University, or in connection with approved University functions.

4. Intentionally damaging, defacing, or abusing University facilities or equipment.

5. Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. (Inciting is that advocacy which prepares the group addressed for imminent action and steels it to the action proscribed herein.)

Members of the University community who violate these policies on Freedom of Expression will be subject to arrest and/or University disciplinary penalties. Penalties that may be imposed include warning, censure, suspension, or termination from the University. Principles of due process will be observed throughout such procedures.

RESPONSIBILITY OF THE PRESIDENT

Ordinarily, the disciplinary authority of the University will be invoked only after completion of the procedures established for the review of discipline cases and after the individual has utilized any appeal procedures desired. However, in emergency situations, if the safety of one or more individuals is imperiled, property is endangered, or the University's ability to function is in question, the President or an authorized representative may summarily suspend the faculty member. In all such cases, the individual is entitled to a hearing before the appropriate group

or official, as specified on pages 45, 53 as soon as such hearing can be held, but not later than ten days after the date of summary suspension. During the period of interim suspension, the individual shall not enter or remain on the campus or other property owned or controlled by the University, except in accordance with conditions established by the University. When time and other conditions permit, the President will notify the University community that an emergency situation exists.

CONDUCT REGULATIONS

In applying disciplinary procedures, it is essential that the interest of the faculty member involved and the general welfare of the University be considered. On behalf of its members, the University, therefore, reserves the right to review all cases involving those individuals. However, the University will regard its principal responsibility for disciplinary action as residing within the University community, its housing, property, and academic pursuits.

Conduct for which faculty members are subject to University discipline falls into the following categories:

1. Violation of the policy on Freedom of Expression.
2. Violation of Academic Standards.
3. Forgery, alteration, or misuse of University documents or identification.
4. Falsification of information submitted to any University official or agency, or the offering of a false statement in any University disciplinary proceedings.
5. Theft of or damage to University property or property belonging to any member of the University community or campus visitor.
6. Use, possession, or purveying of illegal, narcotic, or dangerous drugs. University policy is consistent with state and federal laws which regulate the possession, use, sale, and distribution of drugs.
7. Illegal possession, illegal use, or sale of intoxicating beverages on University property.
8. Indecent or obscene conduct on University-owned or controlled property or at University-supported or supervised functions.
9. Discrimination against any person based on race, national origin, sex, religion, physical appearance, or language which deprives that person of civil rights, employment opportunities, or housing or which, in any way,

impedes, hinders, delays, or restricts the individual's membership or subsequent full participation in any activities of the recognized organizations of the University.

10. Violation of the following: No faculty member shall have on his or her person, in a vehicle, or otherwise in his or her possession any gun, pistol, or firearm, or explosives, dangerous chemicals, or other dangerous weapons or instruments on the University campus or other University property except as follows:

- a. Authorized law-enforcement officers shall be permitted to carry arms while on duty and engaged in their regular duties.
- b. Activities requiring use of the prohibited items may be conducted upon approval of the activity by the Board of Regents.
- c. Persons with firearms in their possession shall be permitted to travel en route to or from the University-provided firearm storage facilities.

11. Unlawful acts which directly affect University programs, community members, or property insofar as they materially and substantially interfere with the missions, functions, processes, and goals of the University community.

12. Physical abuse of any person on University-owned or controlled property, or on the property of fraternities, sororities, or co-op houses or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

13. Illegal entry, attempted entry, or entry in violation of Washington State University rules respecting University property, University-controlled property, or University-related property, such as fraternities, sororities, or co-op houses.

Faculty members should be aware of conduct regulations for campus guests and visitors:

1. The rules and regulations prescribed above will be observed by guests and visitors while on the campus or other University property.

2. Guests and visitors on campus or other University property who willfully refuse to obey an order of a uniformed campus security officer or other law-enforcement officer to desist from conduct prohibited by the above rules and regulations may be ejected from the premises. Refusal to obey such an order will subject the person to arrest under the provisions of the Criminal Trespass Act, in addition to such other sanctions as may be applicable.

SECTION THREE

Administration and Organization

The type of organization that will facilitate instructional, research, and service programs of Washington State University is one providing for wide participation by members of the faculty in determining administrative and educational policies. Organization and administration are recognized as means to an end, not as ends in themselves. Their primary purpose is to enable each individual to work productively, under congenial conditions, with as good facilities as the University is able to provide, toward the educational objectives.

Consultation between administrative officers is a regular practice. The various units of the University provide the means of coordinating related teaching, research, and service. The Principal Administrative Officers, the University Senate, the Faculty Status Committee, and appropriate other committees advise and recommend on various matters.

The organization of the principal administrative units is shown in the chart published in this *Manual*. This chart represents the normal channels for the consideration of University business, including the problems of each department or of each individual. *However, any employee has the ultimate right to submit any matter to the President and through him to the Board of Regents.*

Policies, procedures, and regulations relating solely to individual units may be adopted if not inconsistent with institutional policies established by the Board of Regents or by state law. They will not become effective if disapproved by the Principal Administrative Officer. Decision of such officer may be appealed to the appropriate Vice President or to the President and, thereafter, to the Board of Regents.

BOARD OF REGENTS AND EXECUTIVE OFFICERS

BOARD OF REGENTS

The laws establishing Washington State University created an autonomous Board of Regents. As defined by the Session Laws of 1891, the

Board of Regents was to consist of five members appointed by the Governor, with approval of the Senate, each for a six-year term. The Session Laws of 1949, amending the original act, provided for seven instead of five members. The Governor serves as an advisory member ex officio without vote or the right to hold office on the Board. Appointments to fill vacancies on the Board of Regents caused by death, resignation, or other causes are made for the unexpired term.

The annual meeting of the Board of Regents is normally held in April. Other meetings are called from time to time during the year as determined by the Board.

The duties and powers of the Board include general management of the University with all its constituent parts, the care and preservation of all property, the construction of needed buildings, and the custody and expenditure of all moneys. The Board may contract both for services and for materials. It determines student fees and fixes the salaries of employees. The Board has power to delegate authority. In large measure, this delegation is to the President of Washington State University.

The only approach to the Board of Regents is through the President of the University, who is secretary ex officio of the Board. Any University committee or individual shall be accorded the opportunity to present a direct appeal to the Board of Regents through this channel.

PRESIDENT

In addition to being designated by law as secretary ex officio of the Board of Regents, the President as general agent of the Board is the chief executive officer of WSU. He administers the policies approved by the Board of Regents and serves as adviser to the Board on policies and operations. He is the agent through whom representations to the Board are regularly made. Other functions of the President include:

1. Leadership in developing policies and organization for teaching, research, and extension programs.
2. Public representation of the University, including representation before the Legislature and other state agencies.
3. Responsibility for the general welfare of students; the development, operation, and maintenance of buildings, lands, and equipment; financial matters pertaining to development, operation, and maintenance of the University; the administration of regulations adopted by the Board of Regents or by the faculty after approval by the Board.
4. Responsibility, delegated by the Board of Regents, for all appointments, promotions, salaries, leaves, resignations, and dismissals.
5. Presiding at meetings of the faculty.

EXECUTIVE VICE PRESIDENT

The Executive Vice President is responsible directly to the President and serves in his stead as requested. His other specific responsibilities include Affirmative Action and Special Programs, Ombudsman, University Publications, and Systems and Computing.

VICE PRESIDENT-ACADEMIC

The Vice President-Academic is responsible for the general supervision of the academic program. His specific responsibilities include general administration of teaching departments, research units, and extension services, general administration of the faculty personnel program, and general supervision of the operating budget.

VICE PRESIDENT-BUSINESS AND FINANCE

The Vice President-Business and Finance is responsible for all business and finance functions and services, except administration of the operating budget. The specific units and functions included are Controller's Office, Facilities Planning, General Services Department, Housing and Food Service, Physical Plant, Retirement and Insurance Office, Safety Office, and Staff Personnel, and the general financial administration of all student and auxiliary enterprises and supervision of the capital budget.

VICE PRESIDENT-STUDENT AFFAIRS

The Vice President-Student Affairs is responsible for the administration and coordination of the student services program, including the offices of the Dean of Students, Student Financial Aids, Residence Living, Student Counseling Center, ASWSU Activities, Campus Recreation Program, Wilson Compton Union, Career Services and Placement Center, Student Health Service, and the Campus Sanitarian.

LEGAL COUNSEL

Under state law, the Board of Regents has a duty to determine the extent of authority and responsibility of the University or of its various departments and units. The State Attorney General has appointed an Assistant Attorney General to serve as legal counsel to Washington State University to provide legal advice and assistance in these matters. All questions of law, unless otherwise ordered in specific cases by the Board of Regents or the President, are to be routed to the Assistant Attorney General through the Vice President-Business and Finance.

PRINCIPAL ADMINISTRATIVE OFFICERS

Principal Administrative Officers are the Deans of Academic Units, the Dean of the Graduate School, the Director of Libraries, the Registrar, the Director of Admissions, the Director of Systems and Computing, the Director of Intercollegiate Athletics, and others who may be appointed from time to time by the President.

Appointments to principal administrative positions are approved by the Board of Regents on recommendation of the President. When a vacancy in this group occurs, the President will normally appoint a special committee to seek out and recommend to him the best available candidates. Specific instructions may be given to such committee regarding special areas or special types of candidates to consider. The committee's recommendations are not binding, but they will be given careful consideration.

Administrative officers, as such, have no tenure in their positions. The service of members of this group is subject to review by the President at any time and to periodic formal review as outlined below. However, Washington State University desires continuity of competent service on the part of its Principal Administrative Officers.

Members of the faculty in administrative positions are expected to follow policies, procedures, and regulations pertinent to their administrative duties. They are expected to exercise sound judgment, to be willing to accept responsibility, to cooperate with other administrative units, to follow a broad concept of institutional interests and needs, and to provide leadership. They have general authority and responsibility for the administration of their respective areas. It is expected that goals and missions for programs will be developed in cooperation with units in the area and with appropriate University officers.

REVIEW OF ACADEMIC DEANS AND DIRECTOR OF LIBRARIES

It is the policy of the University that a periodic review of the performance of each Academic Dean and of the Director of Libraries be carried out at five-year intervals of service. This performance review follows procedures which use, as a principal point of reference, the position description and the mission statements of the University and the major unit.

This review is conducted by an ad hoc committee, including faculty, department heads, students, experienced administrators of other units or from other institutions, and, where appropriate in terms of the duties of the dean, persons from outside the University representing constituencies to whom the officer has important responsibilities.

Specific guidelines for this review procedure are available from the

Office of the Vice President—Academic. The recommendations of the committee are transmitted as a confidential report to the President.

DEAN OF THE GRADUATE SCHOOL

The Dean of the Graduate School is responsible for the administration of the graduate programs in all areas of the University. His specific responsibilities include general administration of the Graduate Faculty, research units other than those organized within a college, and intramural grants-in-aid funds and federal and other extramural research grants and contracts.

DIRECTOR OF LIBRARIES

The Director of Libraries is responsible for the general supervision of all libraries on the campus.

REGISTRAR

The Registrar is responsible for student registration and records, is Coordinator of Veterans Affairs, and serves as secretary to the University Faculty and the Catalog Subcommittee and Academic Affairs Committee of the University Senate. He serves as editor of the *University Catalog* and the *Summer Session Bulletin* and is responsible for the *Annual Time Schedule*, the assignment of open classrooms, and the final examination schedule.

DIRECTOR OF ADMISSIONS

The Director of Admissions is responsible for student admission and evaluation, including new freshmen, advanced standing students, international students, and former students returning. He also has the responsibility for public relations with high schools, colleges, and prospective students.

DIRECTOR OF SYSTEMS AND COMPUTING

The Director of Systems and Computing is responsible for the planning and coordination of all computing services on campus.

DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics is responsible for the supervision of all athletic programs at WSU.

HEADS OF ACADEMIC DEPARTMENTS

Duties. Subject to the approval of the dean of the college, a department

head is responsible for organizing and supervising the courses of instruction offered by the department, for distribution of the teaching and research load, for care of equipment assigned to or in the custody of the department, and for supervision of department funds.

The department head makes recommendations to the dean for appointments, promotions, and salaries of members of the department, and transacts official department business with deans, other administrators, and students.

A department head is expected to provide leadership in the formation of departmental policies and to hold meetings with all available members of the faculty on matters of policy. Except as limited by applicable general regulations and policies or as otherwise directed by the dean or by the Vice President—Academic, it is the department head's responsibility to execute the policies determined by this procedure. When this is not done, the department head should notify the administrative superior and the members of the faculty of the action being taken and the reasons therefor. The department head must have, however, sufficient latitude to permit the making and the execution of day-to-day operating decisions and the exercise of leadership responsibilities.

Eligibility. Service as a department head is limited to professors and associate professors in departments in which three or more persons have such rank. If there are fewer than three, assistant professors are also eligible. Eligibility is not dependent upon nor restricted by academic seniority nor is it limited to members of the present staff.

Persons eligible to express their preference for a department head are department faculty members of all ranks on permanent, full-time appointment with the University, including those on leave who have been members of that departmental faculty for more than one semester. This does not include any person who has resigned or who has been notified that he or she will not be recommended for reappointment or that his or her employment is to be terminated, and it does not include courtesy appointees nor faculty members who are voluntarily leaving the employment of the University.

Nomination. Department heads are appointed by the President and reported to the Board of Regents after consideration of preferences expressed as follows: Each eligible member of a department faculty, including those on leave, shall be provided a form, ordinarily by the dean concerned, on which to express a preference for the head from among eligible faculty members or a desire to select one from outside the University. Each person will be allowed at least one week to consider a decision. Forms shall be returned directly to the dean.

Within one month after the department has indicated its preference, a

summary of the results shall be reported by the dean to the department faculty, the Vice President—Academic, and the President. The summary to the Vice President—Academic shall be accompanied by the preference forms, which shall not be retained in the University files after one year.

If a majority express a desire to select a head from inside the department but no one candidate is clearly the department's choice, the faculty members, with the President's concurrence, will be asked again to express their preference from among present members of the department. If a majority express a desire to select a head from outside the department and the President concurs, a committee of department faculty members will be appointed by the President, on recommendation of the dean of the unit concerned, to prepare a list of candidates for departmental consideration. The President may, after consulting with the dean and the department, appoint an acting head while the search for one from off campus goes on in order that the search need not be conducted in haste. Members of the department will then be given the opportunity to express their preferences from among the names submitted by the committee. If no off-campus candidates acceptable to the department can be identified or if no acceptable candidates indicate an interest in the position, faculty members will be asked again to express their preferences from among present members of the department.

Appointment. In all cases, the President, after consideration of these preferences and consultation with the appropriate administrative officers, will take any one of the following actions: (1) appoint as head one of the two persons having the highest preference as indicated by the preference forms; (2) appoint an "acting head" pending additions to the departmental faculty and further consideration; or (3) appoint as head a person not recommended, but only after consultation with the department faculty members and with the dean concerned.

Term of Office. Except under special circumstances, department heads are appointed for terms of four years. The period of office shall ordinarily begin September 16. When a person is appointed effective on some other date, as when his predecessor fails to complete his four-year term, the four-year period shall be computed, for subsequent review purposes, from the preceding September 16 if the appointment begins prior to January 1 and from the following September 16 if it begins on or after January 1.

A department may initiate consideration for a change in its leadership, upon written request direct to the President, of one fourth of its members (but not fewer than two persons). Upon receipt of such request, the President will arrange for an expression of opinion on such question by all eligible members of the departmental faculty.

Upon request of the President, the Faculty Status Committee will appoint an adviser to the President who is not a member of the Faculty Status Committee. The adviser will participate in the exchange of opinion, oral or written, among all parties involved. Immediately after the collection of information and consultation with appropriate administrative officers, the President will render a decision.

Appointments may be terminated at any time for disability, incompetence, negligence, or equivalent cause if, in the judgment of the President, the best interests of the department or the University require such change.

Unless otherwise prescribed in individual cases, the term of office expires on the September 15 four years from the beginning of the appointment. The cognizant dean, in consultation with the department, shall request preference recommendations from faculty six to nine months preceding the expiration of the term of office.

The above policies and procedures apply equally to the head of an academic program, although the head of a program may be appointed for a two-year term when the program head is responsible to more than one dean.

Payment For Services As Department Head. A department head may be paid an additional sum (determined by a formula which considers such variables as student load, faculty numbers, and budget size, including extramural funding) under the assumption that such person renders additional services.

FACULTY AND STAFF ORGANIZATION

The faculty and staff include all employees, except student employees, of Washington State University who have received official appointments. Affiliated personnel who hold courtesy appointments are considered non-voting members of the faculty.

For the purpose of administration, the following staffs have been established: (1) Administrative, (2) Resident Instructional, (3) Research, (4) Library, (5) Extension, (6) Student Affairs, (7) Exempt Personnel, and (8) Classified. Staffs 1-6 are faculty. Exempt personnel are non-academic individuals who are not members of the classified staff. A member of the faculty who has varied duties may be classified on two or more staffs. Whenever questions arise about the classification of an individual, the final decision will be made by the President in consultation with the administrative officers concerned.

The various staffs are defined as follows:

1. Administrative

Vice Presidents, deans, and directors as designated by the President.

2. Resident Instructional

- a. The Executive Vice President, the Vice President—Academic, deans and directors of teaching units, heads of teaching departments, and all members of the faculty who hold academic rank of instructor or above and who regularly conduct the courses listed in the catalog.
- b. The Registrar, secretary ex officio.

3. Research

The administrative officers and professional personnel of the organized research units who devote themselves to projects for which funds are earmarked, who are paid at least in part by University funds, and/or who are accountable to the University for the results of their research.

4. Library

The Director of Libraries and professional personnel of the Library

5. Extension

- a. The administrative officers and professional personnel whose work pertains primarily to extension services or continuing University studies.

6. Student Affairs

The administrative officers and professional personnel concerned with student affairs.

7. Exempt Personnel

Confidential secretaries, administrative and personal assistants to the president and vice presidents, executive heads of certain major administrative divisions, and approved principal assistants to heads of administrative or academic divisions.

8. Classified

Non-academic personnel subject to the provisions of the Higher Education Civil Service Act of 1969, including professional and administrative personnel involved in the business and service functions, clerical personnel, food service personnel, personnel involved in the maintenance, operation, and safeguarding of property, and personnel who render research and technical assistance. (Regulations pertaining to classified staff are available from the Office of Staff Personnel.)

THE FACULTY

Composition. The faculty includes all members of the following functional staffs: Administrative, Resident Instructional, Research, Library,

Extension, and Student Affairs. Its statutory duty, which may not be delegated, is to recommend to the Board of Regents the candidates for suitable degrees and certificates.

Duties. The following Faculty Code of Professional Ethics states the expected standard of performance: Faculty members have obligations that derive from membership in the University community. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge the contributions of others and strive to be objective in professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of the University and for its institutional integrity, including observance of the University's published policies and regulations applicable to faculty.

As officers of the University, the faculty members seek above all to increase its effectiveness. Although they observe the stated regulations of the University, they maintain their right to criticize and seek revision within appropriate means. In consultation with department heads, they determine the amount and character of the work to be done outside the University with due regard to their paramount responsibilities within it. When considering interrupting or terminating their services, they recognize the effects of their decisions upon the programs of the University and give due notice of such intentions.

As members of the community, the faculty members have the rights and obligations of all citizens. They measure the urgency of these obligations in the light of responsibilities to students, to the profession, and to the University. When they speak or act as private persons, they make clear that they are not speaking or acting for the University. As citizens who are part of an institution that depends upon freedom for its health and integrity, the faculty members have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

Discipline. Examples of conduct that may be cause for disciplinary action after academic due process include conduct seriously prejudicial to the University by reason of deliberate or repeated: infraction of law or of commonly accepted standards of morality, neglect of duty, dishonesty, inefficiency, incompetence, insubordination, violation of University policies and regulations concerning Freedom of Expression, and discrimination because of sex, race, national origin, religion, language, or physical appearance.

Meetings. The President of the University is the chief executive officer of the faculty. The President, or his designated representative, presides at all meetings of the faculty except those called by the Faculty Status Committee, at which the chairman of that committee presides. The Registrar is secretary ex officio of the faculty.

SPECIFIC DUTIES OF THE RESIDENT INSTRUCTIONAL STAFF

The Resident Instructional Staff will engage in the activities of instruction and research in agreement with the following Faculty Code of Professional Ethics: Professors, guided by deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry. They have a basic responsibility to the University, their departments, and their students to teach their courses and to perform in a conscientious manner all instructional tasks related to their courses.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their disciplines. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect their true merit. They respect the confidential nature of the relationship between professor and student. They avoid exploitation of students for their private advantage and acknowledge significant assistance from them. They protect the students' academic freedom.

By action of the Board of Regents, the Resident Instructional Staff is empowered to hold meetings each year for such purposes as it deems necessary, including the adoption of resolutions concerning academic and related matters; the structure, organization, and operation of the University Senate; and other matters relating to the educational program of Washington State University. The Board of Regents has authorized the Faculty Status Committee to convene the Resident Instructional Staff during the month of October of each year.

The Executive Council of the Resident Instructional Staff may call meetings of the Resident Instructional Staff, either on its own initiative or upon petition of any member of the Resident Instructional Staff, providing a majority of the Council votes to do so.

SPECIFIC DUTIES OF THE GRADUATE FACULTY

The Graduate Faculty has the responsibility of teaching graduate-level courses and serving as heads of thesis committees in accordance with the regulations of the Graduate School.

SPECIFIC DUTIES OF THE SEVERAL UNITS WITHIN THE FACULTY

Each department, special program, and college is considered a unit. To

facilitate uniformity of operation, the duties of the faculty of each unit are defined as follows:

1. Perform the regular duties of instruction, research, and service of the unit.
2. Serve as the legislative body in all matters relating to curricular and educational policies of the unit, so long as such policies do not conflict with policies approved by the University Senate and/or the Board of Regents. Among its responsibilities are the following:
 - a. Recommend to the University Senate:
 1. Standards of admission to the unit.
 2. Curricula and courses to be offered and the amount of credit for each course.
 3. Requirements for graduation.
 - b. Consider the appropriation requests.
 - c. Consider the candidates for appointment to positions within the unit.
 - d. Consider the apportionment of work of the unit.
 - e. Consider the policies of the unit.

Ordinarily, these duties are undertaken by the departments or special programs. If the entire college is concerned, these matters are considered by the members of the college.

RULES AND PROCEDURES

The quorum for meetings of the faculty, the Resident Instructional Staff, and the Graduate Faculty shall be all qualified persons in attendance at regularly scheduled and announced meetings. Each of these bodies shall be free to make its own rules of procedures, but, unless rules to the contrary are adopted, motions shall pass by majority vote.

SPECIFIC DUTIES OF THE UNIVERSITY SENATE

The purpose of the University Senate is to provide a representative body of the University community to consider and to make recommendations to the President, to appropriate administrative officials of the University, and, through the President, to the Board of Regents on matters affecting the general welfare of Washington State University and its educational, research, and service activities.

The University Senate shall serve as the legislative body of the faculty to make recommendations in all matters requiring faculty action or approval of curricular and educational policies of Washington State University, including:

1. Standards of admission.

2. Curricula and courses to be offered and the amount of credit for each course.
3. Standards of scholarship.
4. Requirements for graduation.
5. The academic calendar.

The specific duties of the Senate shall also include, but not be limited to, the formulation of recommendations to the President and appropriate administrative officials of the University with regard to the following:

1. Development and review of plans and policies to strengthen the educational program of the University.
2. Review of the budget of the University to assess its general conformity with policies and priorities established or endorsed by the Senate.
3. Review of the master plan for the physical and educational development of the University.
4. Protection and enhancement of academic freedom of members of the University community.
5. Preservation and extension of academic responsibility of members of the University community.
6. Promotion of the general welfare of the University community.
7. Review of policies concerning the University's relations with its supporting community throughout the state of Washington.
8. Review of policies concerning the University's relations with outside agencies.
9. Review of rules and procedures of the University concerning the conduct of its members.

The University Senate will include a Steering Committee, the duties of which shall include matters relating to agenda, referral, voting, and elections. The Steering Committee shall also act as an emergency advisory council to the President, and it may serve as a Summer Executive Committee to carry out functions delegated to it by the Senate.

EDUCATIONAL POLICIES AND PROCEDURES

The educational policies of the University should reflect not only the charter functions and duties of the institution and the purposes and

objectives of the Morrill Act of 1862 and acts of the State Legislature, but also the constructive aims and ends of higher education in a democratic society. These policies are recommended to the President by the University Senate.

When approved by the President for the Board of Regents, these educational policies and procedures are binding on all units of WSU until they are officially revised or terminated. Any unit may at any time, by written request to the President, ask for revision or termination of any policy or regulation, but the original remains in effect until officially changed, unless the President suspends it pending reconsideration. Until such action is taken, it is the obligation of the Principal Administrative Officer concerned to administer the policy or regulation in effect.

COMMITTEES

The committee system provides one of the useful ways in which the faculty may participate in matters of organization, administration, and coordination of institutional policies and programs. Committees are important to democratic administration, and they contribute to the efficient operation of the University.

FACULTY STATUS COMMITTEE

The Faculty Status Committee is responsible to the faculty. It has nine members, each serving for three years. Three members retire annually at the beginning of the last week of instruction prior to final examinations in the spring semester and are not eligible to succeed themselves immediately.

Any member of the faculty may bring a problem to the attention of the committee.

Nominations. At a meeting of the faculty, to be held within the last two weeks of March, a nominating committee composed of two members of the Faculty Status Committee and three other members of the faculty designated by the Faculty Status Committee submits to the faculty a list of six nominees for the three vacancies to be filled at the beginning of the last week of instruction prior to final examinations in the spring semester. If there are vacancies caused by death or resignation during the previous year, the nominating committee will also submit two nominations for each vacancy. Nominations from the floor at a regular faculty meeting may also be made.

If membership on the committee falls below seven during any one year, a special election is held to fill vacancies. Nominations at special elections are made in the same way as at the annual meeting. If vacancies occur during the summer, the Faculty Status Committee may appoint members to serve until October 1 of that year.

Election. The election of Faculty Status Committee members is by mail ballot. The ballot carries the names presented by the nominating committee, any additional names nominated in the faculty meeting, and space to write in the names of any other candidates. This ballot, which is mailed to the members of the faculty, is to be marked and returned within two weeks of the mailing date from Pullman. The ballots are counted by the Hare system of proportional representation.

Leave of Absence. If a member of the Faculty Status Committee goes on leave for a period of four months to a year or for any reason is unable to participate in the work of the committee for a similar period of time, the committee is empowered to appoint a replacement for the period of absence. A member who anticipates a longer absence should resign so that the vacancy may be filled at the annual election.

Powers of the Committee. The Faculty Status Committee has power to elect its own officers, fix dates of its meetings, make its own rules of procedure, designate other members of the faculty to assist in its work, and make reports and recommendations to the faculty and to the President. The function of the Committee on Faculty Status shall include the conciliation and adjudication of disputes within the faculty and between members of the faculty and the administration. The committee shall make periodic reports (at least annually) to the Senate and to the faculty concerning its operations.

After giving reasonable notice, it may call special meetings of the faculty or any component thereof. The head of the committee presides at such meetings.

By recommendation of the Resident Instructional Staff and approval of the Board of Regents, the Faculty Status Committee is required to convene the Resident Instructional Staff during the month of October of each year.

Assessments. For defraying necessary expenses of the Faculty Status Committee, the faculty may vote such assessments as may be necessary. These are payable to the treasurer of the committee.

SECTION FOUR

Faculty Personnel Policies

Personnel policies and procedures of Washington State University represent the cooperative efforts of the faculty, the administrative officers, and the Board of Regents to develop and maintain a superior faculty.

WSU subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, relative to civil rights, and all rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, or national origin. The University has endorsed an affirmative action policy for faculty employment. WSU subscribes to the 1940 statement on academic freedom and responsibility of the American Association of University Professors.

SELECTION

The department (or other unit), with the approval of the Principal Administrative Officer, initiates a recommendation for appointment to its faculty. The President, by delegation of authority from the Board of Regents, makes all appointments and submits an annual report to the Board of Regents. The President usually discusses with the Board of Regents the appointment of Principal Administrative Officers prior to the appointment. Every recommendation made through appropriate channels to the President should include, from individuals professionally competent to judge, three recent letters with respect to the professional education, training, experience, and other qualifications of the person recommended.

Adherence to, or membership in, an organization, group, or movement known to be illegal or known to advocate the overthrow of the government by force or violence disqualifies a person from employment, as does a record of advocating violence or encouraging unlawful disruption at other institutions.

Each faculty position has, and should have, unique distinguishing

features. In addition to the professional qualifications necessary for specific positions, certain attributes are desirable, in varying degree, in all academic ranks and positions and are always to be considered in making recommendations for appointment to the Resident Instructional Staff. These include:

1. Teaching and research ability.
2. High standards of scholarship.
3. Ability to speak and write clearly.
4. Breadth of intellectual interest.
5. Interest and aptitude in dealing with the problems of individual students.
6. Personal attributes such as integrity, initiative, diligence, open-mindedness, objectivity, cooperativeness, and commitment to equal opportunity.

EMPLOYMENT

All new faculty positions allocated from appropriated funds are assigned to administrative units by the President or, through his delegation, by the Vice President—Academic. Modified positions or positions transferred from one unit to another require special approval.

When a position becomes vacant, it is subject to reconsideration, and the department head is expected (1) to report the fact promptly to the Principal Administrative Officer concerned, who will ascertain from the Vice President—Academic whether the expected vacancy may be filled, and (2) to initiate a search for the most highly qualified available candidate for the approved position. No commitment is to be made until the proposed appointment has been approved by the President or the appropriate administrative officer authorized by him to act on such recommendations.

The initial responsibility for seeking and recommending candidates for authorized faculty positions lies with department (or other unit) heads, who should recommend an appointment only after consideration by all available department members and after consultation with the Principal Administrative Officer concerned. Where appropriate, consultation is to be encouraged with representatives of other departments, colleges, or teaching programs to which the work proposed in the particular appointment is substantially related.

No faculty member, department head, dean, or other administrative

officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, salary, or other status or interest of such person's parent, child, spouse, sibling, in-law, or close relative. However, it is the policy of the University that there shall be no prejudice against a faculty member or candidate for a faculty position whose spouse or other relative is employed by, or is a candidate for employment with, the University. This policy applies within as well as between departments and colleges of the University.

When an agreement has been reached regarding the applicant best suited for the position, the recommendation for appointment is submitted on the prescribed form and with the required supporting information by the Principal Administrative Officer concerned. All understandings, limitations, promises, and the like pertaining to the proposed employment are to be recorded in writing on the standard form or attached to it. Recommendations for appointment to all positions are made to the President as follows: (1) faculty personnel and graduate assistants by the Vice President—Academic; (2) classified staff by the Vice President—Business and Finance.

If approved by the appropriate officers and the President, the position is offered in writing to the prospective appointee.

TERMS OF EMPLOYMENT

All appointments are made in writing. The letter of appointment specifies the conditions and terms of employment as listed below. The original goes to the appointee, and a copy is retained for the personnel file in the President's Office. This letter of appointment (a copy of the prescribed employing form—Personnel-Action Form) and the acceptance of the position by the proposed appointee constitute the contract between the employee and the Board of Regents.

The letter of appointment includes, by specific statement, the first four of the following items and, by statement or reference, the remainder:

1. Title.
2. Salary.
3. Basis of service. Academic-year basis, annual basis, or for a stated period. (The academic year is defined as September 16 through June 15. Annual is defined as July 1 through June 30.)
4. Any special understandings, promises, or conditions. These must be included in the letter of appointment and on the Personnel Action Form to be a part of the contract of employment.

5. Relocation expenses (household and personal effects). Payment of relocation expenses for permanent new faculty employees must be approved in advance by the Vice President—Academic and must follow requirements set forth by state regulations. Per diem and personal transportation expenses for relocation are not covered. A formal request to offer payment of relocation expenses must be made by memorandum in triplicate from the original department, approved by the Principal Administrative Officer, and submitted to the Vice President—Academic. The memorandum must be accompanied by a properly completed and approved Personnel Action Form and a Departmental Requisition. If approval is granted, this will be indicated on the Personnel Action Form and the letter of employment. (If the action is not approved, all papers will be returned to the Principal Administrative Officer.) In all cases, the prospective employee must agree to reimburse the University for any funds paid for relocation expenses if he or she resigns, or causes his or her termination, within one year of the date of employment. (For further information on relocation expenses, see *Business Policies and Procedures*, distributed by the Vice President—Business and Finance.)

6. Periods of appointment.

7. Payment of salary. It is understood that each faculty member who is employed on an academic-year basis earns one ninth of the annual salary for each month of service during the academic year; however, the salary is paid over a twelve-month period. A faculty member appointed for a single semester receives the entire salary (normally one half of the annual salary established for the position) during the semester of employment. A semester is defined as four and one-half months, either September 16 through January 31 or February 1 through June 15.

8. A Faculty Personnel Questionnaire is required from each faculty member.

9. *Manual*. The *Faculty Manual* is the official guide to policy and procedure and should be considered a part of the conditions of employment. It cannot and does not foresee every possible contingency, but it should be consulted and followed where applicable as a means of resolving questions regarding the service of an employee. Future editions of the *Manual*, however, must apply when current, regardless of provisions in force at the time of original employment.

COURTESY APPOINTMENTS

Certain professional persons are frequently associated with the University, either in subject-matter departments or in outlying units, and such

persons are recognized as working members of the department or unit.

If the professional qualifications of these persons are such that the individuals would be eligible for regular faculty appointments, they may be recommended for courtesy appointments and extended a welcome in the work and recreational activities of the University, particularly in those of the department or unit. Faculty status on the University staff and permission to use University facilities are extended to the cooperating member. A courtesy appointee who has become a member of the Graduate Faculty, who directs graduate students in thesis or research, or who is a member of a graduate student's thesis committee is eligible for recommendation to appropriate academic rank.

A courtesy appointment is made for no more than three years or for the term of a project for which the appointment is made, whichever is less. After appropriate review, such appointments may be renewed. Since the holder of a courtesy appointment receives no salary from the University, participation in the retirement and insurance plans and voting privileges in faculty matters are not granted.

ANNUAL REVIEW

It is the policy of WSU to encourage the professional advancement of members of its faculty commensurate with their abilities and the effectiveness of their services. Among the encouragements to superior service, no factors are more important than the policies concerning advancement in salary and rank.

Annually, the status, qualifications, and performance of each faculty member are reviewed by the appropriate administrative officers.

Each faculty member is expected to provide his department head a curriculum vita which will include information concerning education, instructional performance, research activities and publications, awards, and professional experience, activities, and affiliations, together with the names of professional colleagues who might serve as references. This file is to be up-dated annually to keep the information current. A non-tenured faculty member should add biographical or other information to assist tenured faculty in reaching a recommendation at the time of tenure consideration.

To assure that salary increases and promotions will be made objectively, equitably, impartially, and as a recognition of merit, the policies and procedures given below are to be observed. Recommendations follow the same administrative channels used for employment. In addition, to qualify for salary increases and promotion, a faculty member is expected to observe all policies applying to faculty covered in the "Freedom and Responsibility" section of this *Faculty Manual* (see pages 4-7).

Faculty members will be recognized for those activities which are carried out to assist the University in its instructional, research, and service objectives, including the patenting and licensing of inventions, the receipt of development funds, and other project and program development.

Except under unusual circumstances, recommendation for increase in salary or promotion will be acted upon only at the time of the annual review, and change in salary or in rank will not be made to meet the competitive offer of another institution. Such a policy is necessary for sound financial management and as a means of ensuring equitable consideration of the merits of all faculty members.

TIME IN RANK

Increases in salary and advancement in rank are not automatic. Promotion is not to be regarded as guaranteed upon completion of a given term of service. In both cases, demonstrated merit, and not years of service, is the guiding factor.

Criteria for Resident Instructional Staff

The following primary criteria, in addition to acceptable professional training and personality and character traits, are used in evaluating the qualification of a member of the teaching faculty for possible advancement in rank:

1. Teaching effectiveness in lower-division courses.
2. Teaching effectiveness in upper-division and graduate courses.
3. Research, creative scholarship, or professional achievement, including the ability to obtain external funding for teaching, research, and extension projects.
4. Services to the institution and to the public.
5. Contributions to the equal opportunity and affirmative action efforts.

The differentiation among these criteria may not be precisely defined. However, it may be assumed that there is a relationship among them and that effective teaching, research, and creative activity go together. Superior teaching and scholarly productivity are considered the most important professional qualifications for promotion in academic rank.

It is the policy of the University to encourage and, within its means, to facilitate original creative research on the part of members of its Resident Instructional Staff who have a genuine interest in and aptitude

for it. Faculty are encouraged to seek external support for their research and scholarly activities.

Promotion to professorship, in rare instances, may be made in recognition solely of outstanding teaching or in recognition solely of superior research. The professor especially is expected to be one who may represent the University with distinction.

Criteria for Research Staff

The University seeks to employ for research positions persons who have suitable aptitude, training, and experience in research, in addition to acceptable character and personality traits. Both fundamental and applied research are important in the over-all research program. The following primary criteria are used in evaluating eligibility for possible advancement in rank:

1. Research productivity in fundamental or applied research, determined by quality and number of publications, progress reports, patents, and professional recognition.
2. Accomplishment in creative work and application of basic research findings.
3. Ability to communicate effectively research findings, new applications, and problems.
4. Ability to direct research projects and to stimulate colleagues and graduate students in productive and significant research, including the ability to obtain external funding for teaching, research, and extension projects.
5. Services to the institution and the public.
6. Contributions to the equal opportunity and affirmative action efforts.

A person with full research rank especially is expected to represent the University with distinction.

Criteria for Extension Staff

Extension workers, as a part of the faculty, represent the University within the state. In addition to acceptable character and personality traits, eligibility for possible advancement in rank is judged by these criteria:

1. Effectiveness in analyzing problems of individuals, groups, and communities, and in planning necessary work.

2. Ability to organize and utilize the resources of the people, the University, and government agencies in carrying out programs.
 3. Ability to speak and write effectively and to communicate ideas to others.
 4. Personal leadership and ability to develop leadership in others.
 5. Effort toward professional development, including work toward an advanced degree or courses in appropriate fields.
 6. Contributions to the equal opportunity and affirmative action efforts.
- To be appointed or advanced to full extension rank, a person is expected to be able to represent the University with distinction.

Criteria for Library Staff

In addition to acceptable character and personality traits, the following criteria are used in evaluating the qualifications of a member of the Library staff for possible advancement in rank:

1. Effectiveness in handling library services for the undergraduate programs, the graduate programs, the research programs, and extension.
2. Efficiency in performance of library technical operations.
3. Administrative ability and capacity for administrative responsibility.
4. Achievement in research and scholarship.
5. Services to the institution and the public.
6. Effort toward professional development, including work toward an advanced degree or courses in appropriate fields.
7. Contributions to the equal opportunity and affirmative action efforts.

To be appointed or advanced to full library rank, a person is expected to be able to represent the University with distinction.

TENURE

Tenure provisions are designed to assure the widest possible range of freedom for scholarly inquiries in teaching, research, and extension for faculty members on permanent, full-time appointments and for those faculty members on permanent, not-less-than-half-time appointments where the basic expectations for job performance are the same as for

full-time faculty positions associated with tenure. The decision to associate tenure with a position rests with the program, department, or division offering the position. This decision must be made at the time the job description is developed.

Tenure is granted only for academic rank or professional status within programs, departments, or service units. Department heads, deans, directors, and other administrative officers do not acquire tenure in administrative positions. To qualify for tenure, the faculty member is expected to observe all policies applying to faculty in the "Freedom and Responsibility" section of this *Faculty Manual* (see pages 4-7). Except in extraordinary circumstances, such as financial exigencies or elimination of function, these tenure provisions apply.

The acquisition of tenure requires affirmative action by the President of the University by delegation of authority from the Board of Regents. Tenure, once granted, is retained by the faculty member until he or she ceases to be an employee of the University or reaches normal retirement age.

When a former faculty member who had tenure is reemployed in a comparable position within two years, tenure may be given immediately, though the usual procedures must be followed. In other cases, the time of prior service to be counted toward tenure must be negotiated at the time of reemployment.

If a tenured person takes a different faculty position within the institution on a permanent basis, the receiving department must assume the tenure obligations accompanying the transfer. In the special case of the formation of a new unit, the prior tenure of each faculty member will be transferred to the new unit.

A faculty member whose appointment is budgeted on a continuing basis in more than one unit may be granted tenure, provided that the positions are permanent and provided that tenure is granted in all units simultaneously. Such tenure implies no obligation for one unit to increase the employment of the person beyond the budgeted portion in the event that duties should cease to exist in another unit. This policy applies to a person holding a joint appointment in instructional units as well as to a person with duties divided between teaching and non-teaching responsibilities in a staff having faculty status.

In special circumstances involving a joint appointee, one unit may request permission to assume an additional portion or all of the tenure responsibility for the faculty member, and in this case the other unit or units accept no responsibility for continuation of the position.

If the duties of a nontenured faculty member change so as to result in a shift between units in the budgeted appointment on a continuing basis, the date of eligibility for tenure consideration remains based on the original appointment to the faculty.

A person who is appointed to a temporary position, whether part-time or full-time, is not eligible for tenure. If a person in a temporary position is subsequently given an appointment without terminal date, the Principal Administrative Officer, at the time of the permanent appointment, shall recommend to the Vice President—Academic for consideration the extent to which past service shall count toward eligibility for tenure. This decision shall be included in the person's employment record.

CRITERIA

The criteria and procedures pertaining to tenure are of basic importance in the development of excellence within the faculty of the University. General criteria for faculty review are outlined in this *Faculty Manual*. These are to be articulated and supplemented by tenure criteria developed at the department and/or college level to emphasize goals and objectives. Input from faculty members of the unit and students, if appropriate, shall be utilized in the development of the statement of criteria.

In general, departmental criteria appropriate to the particular needs shall be directed toward excellence in most or all of the following areas: teaching effectiveness, research or creative scholarship, extension education, extension service and/or other public service, effort toward professional service and advancement, academic and professional leadership, services to the University, and ability to interact with colleagues and students. Long-term support of faculty members requires commitment in terms of salary and other resources; therefore, criteria for tenure must include consideration of contributions toward program objectives.

The proposed departmental criteria shall be provided the cognizant administrators (such as dean of the college, director, Vice President—Academic). After administrative approval, a copy of the approved departmental criteria shall be provided to every faculty member of the department or unit.

Periodic evaluations of nontenured faculty members are to be conducted at the departmental level. These are to involve all tenured faculty members, and student evaluations are to be included where applicable. The tenured members of the unit are expected to establish how the evaluation is to be accomplished (for example, in an open meeting, in written evaluations submitted directly to the department head, or by other appropriate means). Following completion of the evaluations, the department head is to meet individually with each nontenured faculty member to discuss the results and implications of the evaluation. The purpose of the conference is to aid the faculty member in understanding how tenured members view his or her performance in light of the departmental criteria.

Tenure should be recommended for a faculty member only after a thorough assessment and evaluation of the quality and extent of the individual's performance in terms of the department and/or college criteria. Input into tenure consideration should come from several levels, including students (when the person has instructional duties), other faculty, and administrative officers.

ELIGIBILITY AND PROCEDURES

A person employed *full time* at the rank of instructor or assistant professor, or comparable rank, becomes eligible and must be considered for tenure during the fifth year of service at Washington State University, with tenure, if granted, to be effective at the beginning of the sixth year. A person employed *full time* at the rank of associate professor or comparable rank is to be considered for tenure during the third year of service at Washington State University, with tenure, if granted, to be effective at the beginning of the fourth year. A person employed at the rank of instructor or assistant professor, or comparable rank, who is on not-less-than-half-time, permanent appointment is to be considered for tenure during the sixth year of service at Washington State University, with tenure, if granted, to be effective at the beginning of the seventh year.

Any exceptions to these procedures and any special provisions, including any decision on the amount of prior service at another institution to be considered toward tenure, must be included in the original appointment. Time spent on leave without pay is not included in time in rank applicable toward tenure.

Computation of eligibility is made from the preceding September 16 for persons employed at any time during the first semester and from the following September 16 for persons employed during the second semester. Appropriate adjustments are made for persons on twelve-month appointments.

Faculty members without tenure who are promoted to a higher rank are eligible for tenure only after completion of the terms of service required for eligibility for tenure in the rank of their original appointments.

If the fraction of a faculty member's part-time appointment is increased in the same department after he has been granted tenure, tenure for the increased portion of the appointment must be granted automatically. If the increase is for less than half time and is in another department or program, no tenure will be associated with the increased portion of the appointment.

At the time of tenure consideration, all faculty members with tenure in the candidate's department, including those who will retire prior to the effective date of such grant of tenure, are given the opportunity to

fill out a form for nomination for tenure. (At least five persons must complete this tenure form. The Vice President—Academic determines who shall complete the form when there are not five eligible voters in a unit.) The recommendations are forwarded by Principal Administrative Officers to the Vice President—Academic.

The complete curriculum vita file (referred to on page 27) for a faculty member under tenure review will be available to each tenured member within the department or unit. It is expected that professional evaluations for a candidate shall be obtained from persons in other units of the University and from outside the University.

Tenure must be granted, deferred, or denied. Grant of tenure becomes effective on September 16 of the fourth year, the sixth year, or the seventh year, respectively. The grant of tenure may be deferred; however, a person ordinarily will not be continued on a nontenured status for more than two years. Upon denial of tenure, notification of nonreappointment will be given at least twelve months in advance of the termination of services and no later than the end of the third year, the fifth year, or the sixth year, respectively, after the initial appointment.

Notification of the granting, deferral, or denial of tenure shall be given in writing to the particular faculty member as early as possible in the academic year.

When the President is going to recommend to the Board of Regents that tenure be denied a faculty member, that faculty member will be so informed at least 48 hours prior to the meeting of the Board of Regents at which tenure decisions will be reported. Up to the time that the meeting of the Board of Regents commences, the faculty member may, if he or she chooses, resign from the University. The effective date of such resignation shall be the date upon which the appointment would have been terminated if tenure had been denied, or earlier if mutually agreed to by both parties. If the faculty member does resign, no reference will appear in his or her personnel file that tenure was denied or that a recommendation to deny tenure was made.

A faculty member who has been denied tenure may, within 30 days after notification of nonreappointment, petition the Faculty Status Committee to review the decision, either based upon an allegation of violation of academic freedom or based upon an allegation of inadequate consideration.

If a review by the Faculty Status Committee is requested, the Committee shall determine its own procedures for hearing the matter, shall conduct its review as expeditiously as possible, and shall report its findings to the President, or his designee, and to the faculty member within 60 days after the request. The President shall then communicate a decision to the faculty member within 15 days.

A tenured person whose position has been eliminated also has the right of appeal to the Faculty Status Committee.

LEAVE OF ABSENCE AND VACATION

ANNUAL LEAVE

The vacation provision in the terms of employment is intended to provide opportunity for periodic leisure and relaxation, free from official duties. Vacation time, therefore, is not regarded as a leave of absence. Faculty, other than those on academic-year appointment, earn annual leave at the rate of $14 \frac{2}{3}$ hours per month of completed service, not to exceed 22 working days per year.

Annual leave shall be computed on the basis of the fiscal year, beginning July 1 and ending June 30. Leave for any given fiscal year may be taken (with proper approvals) at any time up to December 31 following, except that such leave may not exceed the amount earned.

A faculty member on annual appointment (not supported by external funds), with the approval of administrative officers, may have annual leave, not to exceed 22 working days, deferred from one year to the next. Report of such deferred leave is to be made on the Faculty Leave Report by December 31 following the fiscal year such leave was earned. Such deferred annual leave is to be used within the next calendar year. Deferred leave not used by December 31 of the following year is lost.

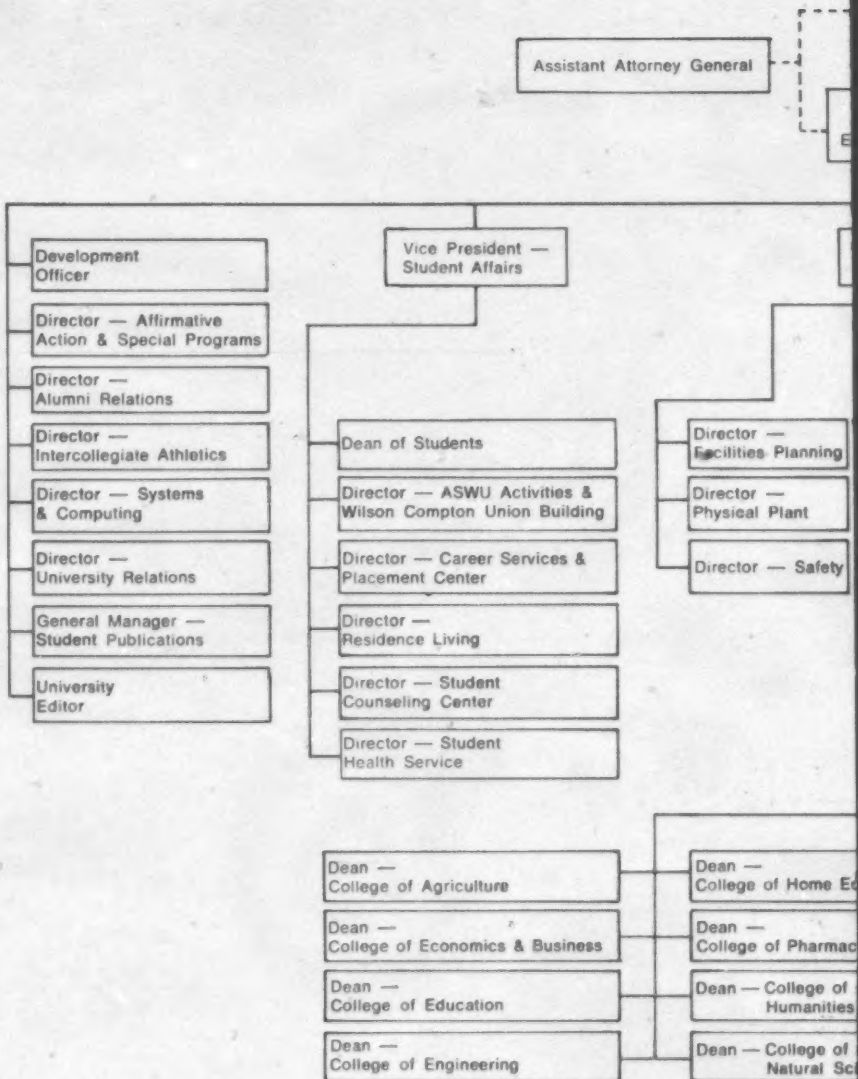
ACADEMIC-YEAR FACULTY

Members of the faculty on academic-year appointment are free to seek other employment in the summer, to do consulting work, or to study. Summer employment by the University of persons on academic-year basis is not precluded, but no obligation exists to provide such employment.

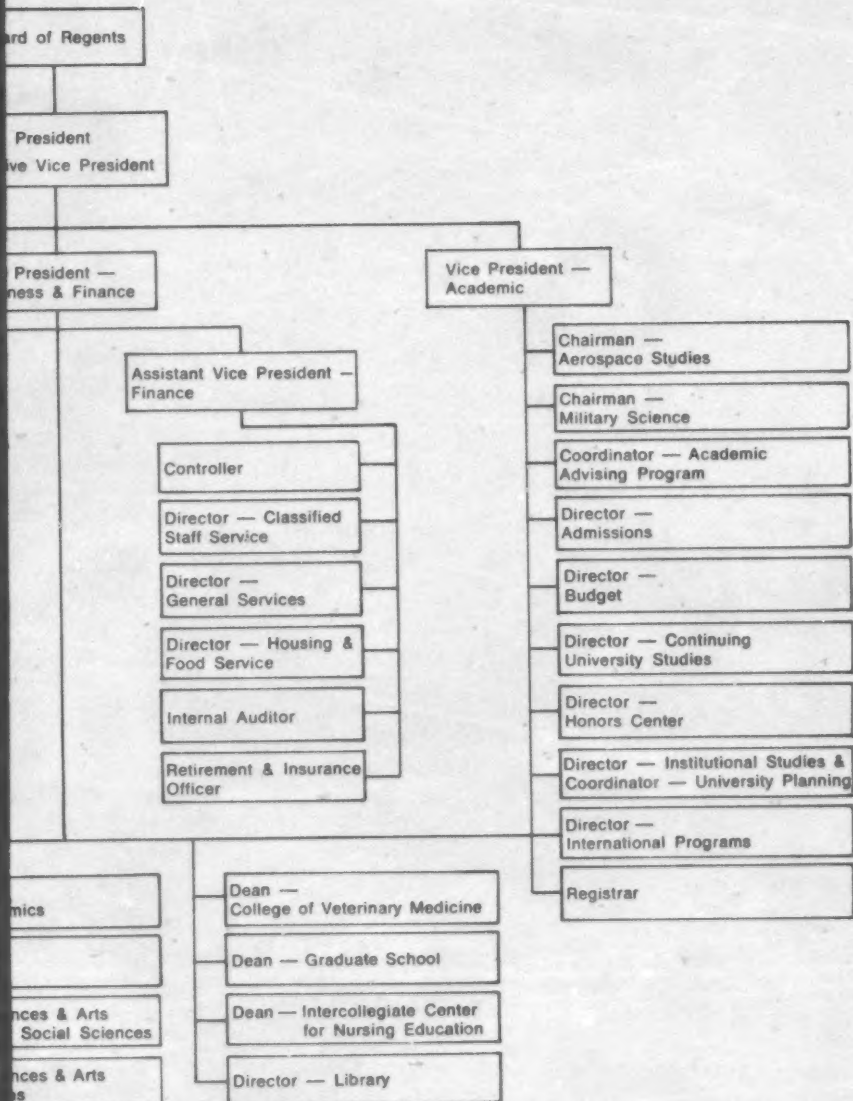
HOLIDAYS

The University establishes a schedule for each year, including ten holidays. This schedule is available from the Office of the President and is published in the "University Bulletin." If a holiday comes on Sunday, the Monday following will be observed; if a holiday comes on Saturday, the Friday preceding will be observed.

Ordinarily, legal holidays will be observed by all staffs as nonworking days. However, if any single organized staff decides for itself that it wishes to work on any of these holidays, such determination is its prerogative. This determination will not bind any other staff to such observance. For example, the Resident Instructional Staff heretofore has



WASHINGTON STATE UNIVERSITY
ORGANIZATION CHART
SEPTEMBER 1976



taught classes on Washington's Birthday and on Memorial Day.

ABSENCE

Absence of faculty members from official duty is subject to such limitations as the administrative officer in charge may determine.

SICK LEAVE

Members of the faculty are allowed sick leave with full pay under certain conditions:

1. Faculty on academic-year appointment earn sick leave at the rate of one working day per month of completed service or nine working days per year. One additional day of sick leave is earned for each month of full-time summer employment.
2. Faculty on annual appointment earn sick leave at the rate of one working day per month of completed service or 12 working days per year.
3. Unused sick leave is cumulative up to a maximum of 132 working days, not to exceed 180 calendar days.
4. Sick leave may not be taken before it is earned and is usable only in case of illness or temporary disability of the faculty member or his or her immediate family.
5. For illness requiring sick leave of five consecutive days or more, certification by a physician may be requested. Application for sick leave in excess of 30 days must be accompanied by a certificate from a physician stating that the employee is unable to perform his regular duties on either a full-time or a part-time basis. If the certificate states that the employee is able to work part time, sick leave will be authorized on a part-time basis only.
6. A faculty member may use accumulated sick leave during the period before and after the birth of a child to the degree dictated by the condition of her health. If health complications develop which require absence from duty beyond the period covered by accumulated sick leave, the faculty member may ask for leave without pay after all sick leave has been used. A faculty member on leave for child-bearing has an obligation to return to work as soon as her health permits.
7. The administration of faculty sick leave is the responsibility of the President and is delegated, through the Vice President—Academic, to the

Principal Administrative Officers and the department heads. Sick leave is reported on the Faculty Leave Report.

MILITARY LEAVES

The regulations concerning leave for training duty and for active military service are as provided by state law:

RCW 38.40.060 Every officer and employee of the State of Washington or of any county, city, or other political subdivision thereof who is a member of the Washington national guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to and shall be granted military leave of absence from such employment for a period not exceeding fifteen days¹ during each calendar year. Such leave shall be granted in order that the person may take part in active training duty in such manner and at such time as he may be ordered to active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the officer or employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the officer or employee shall receive from the state, or the county, city, or other political subdivision, his normal pay. [1957 c 236 § 1]

RCW 73.16.033 Any person who is a resident of this state and who voluntarily or upon demand vacates a position of employment to determine his physical fitness to enter, or who actually does enter upon active duty or training in the Washington national guard, the armed forces of the United States, or the United States public health service, shall, provided he meets the requirements of RCW 73.16.035, be reemployed forthwith: *Provided*, That the employer need not reemploy such person if circumstances have so changed as to make it impossible, unreasonable, or against the public interest for him to do so: *Provided further*, That this section shall not apply to a temporary position.

If such a person is still qualified to perform the duties of his former position, he shall be restored to that position or to a position of like seniority, status, and pay. If he is not so qualified as a result of disability sustained during his service, or during the determination of his fitness for service, but is nevertheless qualified to perform the duties of another position under the control of the same employer, he shall be reemployed in such other position: *Provided*, That such position shall provide him with like seniority, status, and pay, or the nearest approxi-

¹Fifteen days is interpreted as fifteen calendar days and not fifteen working days.

mation thereto consistent with the circumstances of the case. [1953 c 212 § 2]

LEAVE FOR JURY DUTY

Faculty members are entitled to leave for jury duty. Those not entitled to exemption by state statute shall serve with neither gain nor loss in compensation. The jury fee to which they are entitled shall be deducted from their University salary.

LEAVE FOR TESTIMONY AT TRIALS AND HEARINGS

Subject to the limitations in these regulations concerning outside employment, leave of absence will be granted to a faculty member for the purpose of appearing as a witness at trials and at hearings. A faculty member appearing as a witness (nonexpert) pursuant to effective subpoena shall serve with neither gain nor loss in compensation, and the witness fee will be deducted from his University salary. A faculty member appearing as an expert witness may be granted leave, but the compensation of such faculty member who is not granted leave shall be adjusted in accordance with regulations relating to outside employment. A faculty member who is granted leave shall, within the regulations concerning outside employment, be entitled to retain the expert witness fee.

Any appearance in conjunction with official duties shall be on approval of the President or his designee.

If a faculty member appears professionally in connection with University duties, he or she shall not be granted leave, with or without pay, but shall remain on salary and be reimbursed only for actual expenses incurred. Any compensation accruing from such representation shall be paid to the University.

Whenever possible, and to the greatest extent possible, scientific and technical information requested of University employees by participants in legal actions shall be furnished by deposition in the office of the employee from whom the information is sought.

LEAVE WITHOUT PAY

For important service to the state or to the United States, leave of absence without pay ordinarily will be granted to faculty members. Leave without pay for other reasons, such as graduate or professional study or acceptance of foundation grants, exchange professorships, and consulting appointments, may be granted. A faculty member applying for a grant, professorship, or appointment must secure the approval of the immediate administrative officers, the Vice President—Academic, and the President prior to submitting the application. Leave, if granted, will be for a period not exceeding one year. The faculty member must state

in writing his intention to return to the service of the University for one year after the leave. Faculty members on leave-without-pay status do not earn annual or sick leave.

If a faculty member chooses to strike against the University or otherwise not perform assigned responsibilities, he or she shall inform the immediate administrative superior of such intention at least 24 hours in advance of action. Going on strike and/or otherwise willfully failing to perform regular duties shall be considered an automatic request by a faculty member for leave without pay. Such a request will normally be granted for the period during which the faculty member is not on duty. When the faculty member fails to perform assigned responsibilities, without providing notification of intent to strike, the Principal Administrative Officer, after consultation with the immediate administrative officer, will determine whether that person is on strike. These provisions shall not prejudice the right of the University to initiate disciplinary action in accordance with the regulations provided.

PROFESSIONAL (SABBATICAL) LEAVE

Professional leaves may be granted to faculty members in recognition of meritorious service and/or scholarly achievement in teaching, research, and creative activity. Applications for professional leaves will be considered only from faculty members who have completed at least five years of active service for Washington State University on a permanent, full-time appointment (academic or annual) at the time the leave is to be effective. Ordinarily, professional leaves will not be granted to faculty members who have reached the age of 64 before the commencement of the leave.

Faculty members on professional leave are relieved from all teaching, research, administrative, and committee functions for the leave period so that full time may be devoted to the purpose for which the leave is granted. Professional leaves are to be used for specified projects to further professional study or development and should be of advantage to the University in terms of improved instruction, research, or public service. Leaves are not granted to faculty members whose primary purpose is working toward an advanced degree. Under unusual circumstances, professional leave may be awarded for a meritorious project that may incidentally lead to attainment of a degree; in such cases, leave is awarded on the basis of the proposed project itself, without reference to the acquisition of the advanced degree.

A faculty member is expected not to engage in other employment during the period of professional leave for which University salary is paid. The sum of the professional leave salary and any salary provided by grants and stipends cannot exceed the University salary for the leave period. Reimbursements for travel and related expenses (including cost-

of-living adjustments) for grantees and dependents are not considered salary items.

Professional leave may be granted for periods of two semesters or 12 months at half pay or of one semester or six months at full pay, the semester or month pattern determined by the academic or annual appointment base of the faculty member. Faculty on professional leave do not earn annual or sick leave. Payment for services as a department head is discontinued during a professional leave.

Professional leaves cannot be granted where the ongoing program of instruction, research, or extension will be jeopardized, and leaves cannot result in an additional dollar cost to the University. Administrative supervisors must certify that leaves will not affect the unit programs or result in additional costs.

Faculty members receiving professional leaves in a fiscal year can postpone such to a subsequent fiscal year only at the University's request or because of the unexpected temporary unavailability of laboratory, library, consultant, or other resources required by leave projects. Otherwise, if faculty members wish to delay leaves into the next fiscal year, new applications must be submitted to be considered with others received at the later time.

A faculty member receiving a professional leave must agree to return to active duty as a member of the faculty for a period at least equal to the length of the leave. Within one month following return to the University, unless special provisions are made, the faculty member must submit a written report to the President, summarizing the work completed during the professional leave and including a statement on how the leave experiences will be utilized in continuing institutional responsibilities.

Specific guidelines for making application for professional leave are available from the Office of the Vice President—Academic. Completed applications are considered by the Vice President—Academic, who then forwards his recommendations to the President. In some cases, the Vice President—Academic refers leave applications to the Senate Faculty Affairs Committee for its recommendation. Final approval is given by the President.

LEAVE WITH PAY

Leave with pay for the purpose of official duties or service in behalf of the University may be authorized by the Principal Administrative Officer in charge or, in the case of Principal Administrative Officers, by the Vice President—Academic.

After two years of completed service, a faculty member may request ten days of special leave with pay. This must be approved by the Vice President—Academic prior to leave. Further requests may be made after each additional two years of completed service.

EMERGENCY LEAVE

Emergency leave is intended to apply only in the case of death in the family or other comparable emergency. Such leave, with pay, may be granted to a faculty member by the dean or other Principal Administrative Officer in charge, provided the regular duties of the person concerned are assumed by other staff members without additional expense to the University. A complete report of the leave is to be made promptly to the Vice President—Academic. Without authorization of the President, or of a person designated by him, such leave with pay may not exceed five days.

LEAVE OF ABSENCE IN RELATION TO CONTINUING EMPLOYMENT AND TO TENURE

Grant of leave of absence to an employee for any purpose does not constitute or imply, on the part of the University, any greater obligation to resume or continue such employment than had the employee not been granted leave; nor does grant of leave of absence involve any additional tenure obligation on the part of the University.

Faculty members on military leave, leave for jury duty, leave for testimony at trials and hearings, and leave with pay earn annual and sick leave. Faculty members on professional leave or leave without pay do not earn annual or sick leave. Time spent in leave without pay does not count toward acquisition of eligibility for tenure consideration.

DISCIPLINARY REGULATIONS

Adherence to the Faculty Code of Professional Ethics is the responsibility of the individual faculty member. The principles implicit in these procedures are for the benefit of all who are involved with or are affected by the rules and regulations of Washington State University.

GENERAL PROVISIONS

1. In the event a question is raised concerning the actions of any faculty member in relation to the Faculty Code of Professional Ethics, the requisite elements of academic due process shall be observed so as to preserve academic freedom and the integrity of the institution.
2. The sanctions available to be applied in instances of violation of the faculty code are limited to one of the following:
 - a. Warning—written notice to the faculty member from the Vice President—Academic that he or she has violated the faculty code and

that continued or additional conduct of similar character may lead to more severe action.

- b. Censure—written reprimand from the Vice President—Academic that a serious violation of faculty code has occurred. May be coupled with a recommendation for reduction in pay and/or withholding salary increase at time of next annual review and/or denial or postponement of promotion, tenure, and/or professional leave privileges.
- c. Suspension.
- d. Dismissal.

3. A recommendation for disciplinary action must be submitted to the Vice President—Academic by anyone with substantial evidence. It may be transmitted by or through any of the following parties:

The faculty member's immediate administrative officer.

The faculty member's Principal Administrative Officer.

One fourth (but not fewer than three) of the faculty members of the department or organizational unit in which the faculty member is employed.

The University Ombudsman.

4. When, at any point in disciplinary proceedings, it becomes apparent in the judgment of the hearing committee that the facts of the case may be such as to warrant dismissal of a tenured or nontenured faculty member, the provisions on Dismissal Procedures must be followed.

INFORMAL CONCILIATION PROCEDURES

1. It shall be the prerogative of the faculty member or the head of the department (or immediate administrative official if no head) to attempt to resolve the problem before proceeding with these conciliatory and hearing procedures. If they are unsuccessful, then in the early stages of the consideration of a disciplinary recommendation, the Faculty Status Committee shall attempt to reach a satisfactory resolution of the matter through conciliation between the party bringing the charges and the subject faculty member. Appropriate procedures include discussion between the party bringing the charges and the subject faculty member concerning alleged conduct that might constitute a violation of professional ethics. If satisfactory resolution is attained, there shall be no further proceedings.

2. The Faculty Status Committee shall, failing to effect an adjustment, make a recommendation to the Vice President—Academic whether or not disciplinary proceedings set forth below should be undertaken. If its recommendation is that no disciplinary proceedings be held, and the Vice President agrees with this recommendation, there shall be no further proceedings. If the recommendation is for formal disciplinary proceedings, and the Vice President agrees, then the formal hearing procedures described below shall be instituted. If after consultation between the Faculty Status Committee and the Vice President, no agreement can be reached concerning whether or not formal disciplinary proceedings should be undertaken, the decision shall be the Vice President's.

3. Immediately after it has been ascertained that formal hearing proceedings will occur, the initiating party will prepare a statement of charges, framed with reasonable particularity, which the Vice President—Academic shall transmit to the faculty member, the Faculty Status Committee, and the appropriate administrative officer or officers.

FORMAL HEARING PROCEDURES

1. Within ten days of the receipt of the statement of charges, the Faculty Status Committee shall appoint a hearing committee composed of three members of the faculty. Alternates shall also be appointed so that vacancies on the hearing committee arising for any reason may be promptly filled. A member of the hearing committee or an alternate will remove himself or herself from the case if he or she feels disqualified for bias or conflict of interest. Each party will have a maximum of two challenges without stated cause and additional challenges for cause, satisfactory to the Faculty Status Committee.

2. The hearing committee shall elect a presiding officer from among its members and shall make its own rules for governing the conduct of the hearings. The proceedings of the hearing committee will be accomplished with as much dispatch as possible while recognizing the need for the parties to have sufficient opportunity to prepare their cases.

3. Service by certified mail of notice of hearing with specific charges in writing will be made by the hearing committee to all principal parties in the case at least five days prior to the hearing. Upon request, the faculty member shall be granted up to two additional five-day periods in which to prepare a case. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of violation of the Faculty Code of

Professional Ethics, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

4. The hearing committee, in consultation with the Vice President--Academic and the faculty member, will exercise its judgment as to whether the hearing should be public or private.

5. During the proceedings the faculty member shall have the right to have a professional colleague as an academic advisor, and both he or she and the institution shall be entitled to legal counsel of their own choice.

6. A complete record (which may be a tape) of the hearing will be maintained, and a copy made at the expense of the institution will be available on request to the faculty member, the hearing committee, and representatives of the institution.

7. The burden of proof that the Faculty Code has been violated rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

8. The hearing committee will grant adjournments to enable either party to investigate evidence concerning which a valid claim of surprise is made. It may grant adjournments whenever in its discretion such adjournments will contribute to its deliberations.

9. The contesting parties in the case will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

10. The faculty member and representatives of the institution will have the right to confront and cross-examine all witnesses. If the witness cannot or will not appear and the committee determines that the interests of justice require admission of such statement, the committee will identify the witness, disclose the statement, and, if possible, provide for interrogatories.

11. The hearing committee will not be bound by strict rules of legal evidence but will make every possible legal effort to obtain evidence that is of probative value in determining the issues involved.

12. The findings of fact and the decision will be based solely on the hearing record.

13. Except for such simple announcement as may be required, covering the time of the hearing and similar matters, public statements and

publicity about the case by the faculty member, administrative officers, or other participants in the disciplinary proceedings will be avoided so far as possible. The Vice President—Academic and the faculty member will be notified in writing of the decision and supporting arguments of the hearing committee within ten days of the completion of the hearings.

14. If the hearing committee concludes that the case for disciplinary action has not been established by the evidence in the record, it will so report to the Vice President—Academic, and ordinarily this will terminate the proceedings. If the proceedings are terminated, a statement clearing the defendant will be prepared by the committee, countersigned by the Vice President—Academic, and made available to the defendant. If the hearing committee concludes that the case for disciplinary action has been established, it will recommend to the Vice President—Academic the disciplinary action it deems appropriate with supporting reasons.

ACTION BY THE VICE PRESIDENT—ACADEMIC

1. If the Vice President objects to any part of the report of the hearing committee, he shall state his objections and his reasons for them in writing and transmit this document within ten days to the faculty member and the hearing committee. The Vice President shall provide at least five days for response by the committee and faculty member before making a decision in the case.
2. If disciplinary action is recommended, the Vice President will inform the faculty member and the hearing committee and will, upon written request of the faculty member, transmit to the President the record of the case.
3. The record going to the President as a minimum will include the statement of charges, the hearing record, the recommendation of the hearing committee, the Vice President's objection statement, the resubmission reports of the faculty member and the hearing committee, and the Vice President's rejection statement, if any.
4. After final determination of the case, it shall be the responsibility of the Vice President to inform the faculty member of the outcome, including any of the sanctions to be put in effect.

ACTION BY THE PRESIDENT

1. The President's review will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The

decision of the hearing committee will either be sustained, or the President will return the case to the hearing committee with specific written objections.

2. If it is returned by the President to the hearing committee, the hearing committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary, and submit a final report to the President. If evidence is taken, the faculty member shall have the right to academic due process accorded at earlier stages of the proceedings.

3. The President will make a final decision only after study of the committee's final report and in accordance with the principles implicit in these procedures, which are designed to protect the rights of the individual as well as the integrity of the University. The decision of the President may be appealed to the Board of Regents.

SUSPENSION

Until the final decision concerning disciplinary action has been reached, the faculty member will not be suspended, or assigned to other duties in lieu of suspension, unless immediate harm to himself, herself, or others, or to the operation of the University is threatened by continuance. A suspension of more than ten days must be considered by the Faculty Status Committee, and its recommendation must be given serious consideration by the President.

TERMINATION

Employment may be terminated in any of the following ways:

NONREAPPOINTMENT

A member of the faculty, whose appointment is without terminal date and without tenure, will be advised in writing by the department head as soon as it has been decided that the appointment is not to be renewed. Normally, this decision shall be made by the department head in consultation with the dean and tenured members of the department involved. This notification will be given to the faculty member as follows: (1) at least three months in advance of the termination of services if he or she is in the first year of employment; (2) at least six months in advance of the termination of services if in the second year of employment; (3) at least 12 months in advance of the termination of services if he or she has been employed by the University for two years or longer.

A faculty member with an appointment carrying a terminal date, if once reappointed beyond the original terminal date, will be subject to the same standards and procedures for nonreappointment as described above.

Except in extraordinary circumstances, such as financial exigencies or elimination of function, these provisions of notification apply.

RESIGNATION

A member of the faculty with teaching responsibilities is expected to complete the academic year unless the appointment is for a shorter term. Any member of the faculty with teaching responsibilities who has decided to terminate services with the University is expected to notify the dean in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of the appointment for the coming year, whichever date occurs later. A faculty member without teaching responsibilities is expected to give at least two months of notice, and Principal Administrative Officers are expected to give at least four months of notice of resignation. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he or she would otherwise be denied substantial professional advancement or other opportunity.

Unless otherwise mutually agreed, a faculty member who terminates service without giving due notice or who fails to complete an academic year or other term for which he or she may have been employed, except under extraordinary circumstances, is regarded as having broken the terms of the contract of employment with the University.

Breach of contract usually places the University in a position of hardship in meeting its responsibilities to its students and its services to the state. Such action is regarded also as a breach of professional ethics. A complete account of any irregular resignation will be written into the permanent record of the person concerned.

TERMINATION UNDER EXTRAORDINARY CIRCUMSTANCES

Termination of a tenured appointment or any other appointment before the end of the period of appointment may be based on financial exigency, discontinuance of a program or department of instruction, or medical reasons.

A financial exigency exists when the President, or his designee, after consultation with the Principal Administrative Officers and appropriate faculty committees of the University, has declared that reductions in force, reallocation of faculty positions, elimination of function, or reductions in salary are necessitated by budgetary crises, legislative mandates, declining enrollments, or other cause or combination of

causes. A financial exigency may be declared in anticipation of the ensuing biennial budget period, but will not normally exceed the duration of a biennial budget period without a further declaration that the adverse circumstances persist or are anticipated to persist beyond the biennial period.

Before terminating an appointment because of the discontinuance of a program or department of instruction, the institution will make an effort to place the affected faculty member in another suitable position within the institution. If an appointment is terminated before the end of the period of appointment, because of financial exigency or because of the discontinuance of a program of instruction, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

Termination may be effective for all faculty, including those on academic-year basis of service, on any day of the calendar year. Tenured faculty members holding annual (twelve-month) appointments shall be entitled to receive at least twelve calendar months' notice in advance of termination for reasons of financial exigency or elimination of function. Tenured faculty members holding academic-year (nine-month) appointments shall be entitled to at least nine calendar months' notice in advance of termination for reasons of financial exigency or elimination of function, provided that the three summer months, not part of the usual academic year (which under the current academic calendar is the period from June 16 to September 15 of each year), shall not be included when computing notice requirements. Nontenured faculty members shall be entitled to minimum advance notice of termination of services for reasons of financial exigency or elimination of function in accordance with the following:

<u>TYPE OF APPOINTMENT</u>	<u>YEAR OF EMPLOYMENT</u>	<u>MINIMUM ADVANCE NOTICE IN CALENDAR MONTHS</u>
Annual (twelve-month)	1	3
Annual (twelve-month)	2	6
Annual (twelve-month)	3 or more	12
Academic (nine-month)	1	3*
Academic (nine-month)	2	6*
Academic (nine-month)	3 or more	9*

*Excluding three summer months

Where less than the required notice is given prior to termination, the faculty member shall be entitled to receive at the time of termination one twelfth of the faculty member's current annual salary, where the appointment is on an annual basis, or one ninth of the faculty member's current annual salary where the appointment is on an academic-year basis, for each month less than the required notice; provided that the University may, at its option, make regular monthly severance-pay payments from the date of termination until the expiration of the appropriate notice period, commencing the date notice of termination is given, unless there is an agreed settlement on or before the termination date of the total amount of severance pay to be paid to the faculty member; and provided further that the obligation to provide severance pay shall cease at the time the faculty member commences new employment at a salary equal to or exceeding that applicable to the faculty member's last position at the University, or where the University establishes that the faculty member has failed to exercise due diligence in securing new employment.

If new employment is obtained at a salary less than that applicable to the faculty member's last position at the University, severance payments shall be decreased to an amount equal to the difference between the two monthly salaries.

In the event that a faculty member who has received notice of termination for reasons of financial exigency or elimination of function secures new employment prior to the effective date of the termination, he or she shall provide the University with immediate notice, including the effective date of new employment. In these cases, the University shall waive the usual requirements for resignation notice that would otherwise apply.

This termination under extraordinary circumstances is not a dismissal, but a faculty member shall have the right to have these issues reviewed by the Faculty Status Committee where he or she believes that bona fide financial exigency or elimination of function is in question if the faculty member requests such review within 30 days after receipt of notice of termination. If a review by the Faculty Status Committee is requested, the Committee shall determine its own procedures for hearing the matter, shall conduct its review as expeditiously as possible, and shall report its findings to the President, or his designee, and to each faculty member requesting Faculty Status Committee review within 60 days after the request for Committee review is made, and the President shall notify each faculty member requesting the review of his decision within 15 days after receiving the report of findings.

Termination for medical reasons of a tenured appointment or any other appointment before the end of the period of appointment will be

based on clear and convincing medical evidence which shall, if the faculty member so requests, be reviewed by the Faculty Status Committee before a final decision is made by the President. The decision of the President may be subject to review by the Board of Regents.

DISMISSAL PROCEDURES

1. General Provisions

a. The Procedures for dismissal of a faculty member for adequate cause are designed to enable Washington State University to protect academic freedom and tenure by providing requisite elements of academic due process. The principles implicit in these procedures are for the benefit of all who are involved with or are affected by the policies and programs of the institution.

b. Dismissal is the termination of the employment of a member of the faculty with tenure, of a special or probationary faculty member before the end of the specified term, or of a faculty member without terminal date and without tenure which is not in accordance with the usual standards for notice.

Dismissal may be accomplished only for adequate cause. Adequate cause must be related, directly and substantially, to the standards of performance and conduct for faculty members as defined broadly in the Faculty Code of Professional Ethics.

Dismissal or the threat of dismissal shall not be used to restrain faculty members in their exercise of academic freedom or other rights. "Academic freedom" does not include the right to remain a faculty member while persistently and/or repeatedly refusing to perform one's proper functions as a faculty member or the right to violate the University's rules concerning freedom of expression.

c. A recommendation to the President for dismissal of a faculty member may be transmitted by or through the following initiating parties:

The faculty member's immediate administrative officer.

The faculty member's Principal Administrative Officer.

One fourth (but not fewer than three) of the faculty members of the department or organizational unit in which the faculty member is employed.

2. Informal Conciliation Procedures

a. In the early stages of the consideration of a dismissal recommenda-

tion, the Faculty Status Committee and the President, or his designee, shall attempt to reach a satisfactory resolution of the matter through conciliation between the party bringing the charges and the subject faculty member. Appropriate procedures include discussion between the party bringing the charges and the subject faculty member concerning alleged conduct that might constitute adequate cause for dismissal. If satisfactory resolution is attained, there shall be no further proceedings.

b. The Faculty Status Committee shall, failing to effect an adjustment, make a recommendation to the President as to whether dismissal proceedings should be undertaken. If its recommendation is that no dismissal proceedings be held and the President agrees with this recommendation, there shall be no further proceedings. If the recommendation is for formal dismissal proceedings and the President agrees, then formal hearing procedures shall be instituted. If, after consultation between the Faculty Status Committee and the President, no agreement can be reached concerning whether formal dismissal proceedings should be undertaken, the decision shall be the President's.

c. Immediately after it has been ascertained that formal hearing procedures will occur, the initiating party will prepare a statement of charges, framed with reasonable particularity, which the President, or his designee, shall transmit to the faculty member, the Faculty Status Committee, and the appropriate administrative officer or officers.

3. Formal Hearing Procedures

a. Within ten days of the receipt of the statement of charges, the Faculty Status Committee shall appoint a hearing committee composed of five members selected from a panel consisting of all prior members of the former Faculty Executive Committee and the Faculty Status Committee. Alternates shall also be appointed from this panel so that vacancies on the hearing committee arising for any reason may be promptly filled. In the event that these proceedings originated as a disciplinary proceeding, the faculty members serving on the disciplinary hearing committee shall constitute three of the five members of the dismissal hearing committee, irrespective of whether they have been members of the former Faculty Executive Committee or the Faculty Status Committee. (The alternates may also continue to serve in that capacity.) A member of the hearing committee or an alternate will remove himself or herself from the case if he or she deems himself or herself disqualified for bias or conflict of interest. Each party will have a maximum of two challenges without stated cause and additional challenges for cause, satisfactory to the Faculty Status Committee.

b. The hearing committee shall elect a chairman from among its members and shall make its own rules for governing the conduct of the hearings. The proceedings of the hearing committee will be accomplished with as much dispatch as possible while recognizing the need for the parties to have sufficient opportunity to prepare their cases.

c. Service by certified mail of notice of hearing with specific charges in writing will be made by the hearing committee to all principal parties in the case at least ten days prior to the hearing. Upon request, the faculty member shall be granted up to two additional ten-day periods in which to prepare the case. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him or her or asserts that the charges do not support a finding of adequate cause, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

d. The hearing committee, in consultation with the President, or his designee, and the faculty member, will exercise its judgment as to whether the hearing should be public or private.

e. During the proceedings, the faculty member shall have the right to have a professional colleague as an academic advisor, and both the faculty member and the institution shall be entitled to legal counsel of their own choice.

f. At the request of either party or the hearing committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

g. A hearing record, including a verbatim transcript of the proceedings and exhibits and other material, will be maintained and a readable copy made at the expense of the institution. This record will be made available on request to the faculty member, the hearing committee, and the institution on an equitable basis.

h. The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

i. The hearing committee will grant adjournments to enable either party to investigate evidence concerning which a valid claim of surprise is made. It may grant adjournments whenever in its discretion such adjournments will contribute to its deliberations.

j. The contesting parties in the case will be afforded an opportunity to

obtain necessary witnesses and documentary or other evidence. The administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

k. The faculty member and the institution will have the right to confront and cross-examine all witnesses. If the witness cannot or will not appear and the committee determines that the interests of justice require admission of his or her statement, the committee will identify the witness, disclose the statement, and, if possible, provide for interrogatories.

l. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

m. The hearing committee will not be bound by strict rules of legal evidence but will make every possible legal effort to obtain evidence that is of probative value in determining the issues involved.

n. The findings of fact and the decision will be based solely on the hearing record.

o. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by the faculty member, administrative officers, or other participants in the dismissal proceedings will be avoided so far as possible. The President, or his designee, and the faculty member will be notified in writing of the decision and supporting arguments of the hearing committee within 20 days of the completion of the hearings.

p. If the hearing committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President, and ordinarily this will terminate the proceedings. If the hearing committee concludes that adequate cause for dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend to the President, within the sanctions listed under disciplinary regulations, and will set forth its supporting reasons. If the hearing committee concludes that adequate cause for dismissal has been established, it will so recommend to the President with supporting reasons.

4. Action by the President

a. If the President objects to any part of the report of the hearing committee, he shall state his objections and his reasons for them in writing and transmit this document within 20 days to the faculty

member and the hearing committee. The President shall provide at least ten days for response by the committee and faculty member before taking action.

b. If dismissal or other penalty is recommended and action is so taken by the President dismissing the faculty member, the faculty member may request that the record of the case be transmitted to the Board of Regents for review.

c. The record going to the Board of Regents as a minimum will include the statement of charges, the hearing transcript, the recommendation of the hearing committee, the President's objection to the record, the resubmission reports of the faculty member and the hearing committee, and the statement of the President's action.

5. Action by the Board of Regents

a. The review by the Board of Regents will be based on the record of the committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the President will either be sustained, or the Board of Regents will return the case to the President with specific written objections.

b. If it is returned by the Board of Regents, the President may refer it to the hearing committee to reconsider, taking into account the stated objections and receiving new evidence if necessary, and to submit a final report to the Board of Regents. If evidence is taken, the faculty member shall have the right to academic due process accorded at earlier stages of the proceedings.

c. The Board of Regents will make a final decision only after study of the committee's final report and in accordance with the principles implicit in these procedures, which are designed to protect the rights of the individual as well as the integrity of the University.

SUSPENSION

Until the final decision concerning termination of employment has been reached, the faculty member will not be suspended, or assigned to other duties in lieu of suspension, unless immediate harm to himself, herself, or others, or to the operations of the University is threatened by continuance. A suspension of more than ten days must be considered by the Faculty Status Committee, and its recommendations must be given serious consideration by the President.

TERMINAL SALARY OR NOTICE

If an appointment is terminated for cause, a faculty member will receive his or her salary or notice in accordance with the schedule of notice listed in Nonreappointment. A faculty member with tenure will receive one year's salary or notice.

This provision for terminal notice or salary may not apply in the event that there has been a finding by the hearing committee of conduct which justified dismissal on grounds of infractions (as distinguished from incompetency in handling his position). On the recommendation of the hearing committee, the President, in determining what if any payments will be made beyond the effective date of dismissal, may take into account the length and quality of service of the faculty member.

Terminal notice or salary applicable to termination based on financial exigency or elimination of function is governed by the provisions given in Termination under Extraordinary Circumstances.

COMPENSATED OUTSIDE SERVICE BY FACULTY MEMBERS

Washington State University encourages worthwhile professional outside services, but it must be remembered that WSU is a state-supported institution whose primary function is to render service in teaching, research, and extension to the people of the state. Whether the cost of certain types of consultation or professional services should be borne by the state or paid by those seeking the service depends upon the circumstances of each case.

Any employee may, with the approval of his Principal Administrative Officer, render service to any public agency in the state of Washington without compensation or may be required to render such service as a part of regular duties. No compensation, other than from the University, may be asked or accepted by any faculty member for services that may be required by virtue of employment by the University. The employee is to be reimbursed by the University for personal expense incurred.

Employment by the University, unless specifically designated otherwise, is full time. In assuming such employment, a person is not at liberty to accept any other employment or to engage in any professional or business activity interfering with the discharge of regular duties. Whether such other employment or professional or business activity so interferes is to be determined by the Vice President-Academic, acting for the President, upon recommendation of the administrative officers concerned.

REGULATIONS

The following regulations relative to outside employment of a faculty member for compensation are a part of the conditions of employment, except that regulations one to five, inclusive, do not apply to services performed outside the period of obligated service to the University and not involving the use of University facilities:

1. Approval required. Under certain circumstances and within certain limitations, a member of the faculty may render outside service for compensation beyond the scope of prescribed duties. The extent and nature of such service are to be defined by the Vice President—Academic, in writing, after recommendation of the department head and dean or other Principal Administrative Officer.
2. Must not interfere with official duties. If approved outside employment proves, contrary to expectation, to interfere with official duties, the person thus employed either must seek an acceptable revision of the outside duties or must apply for leave of absence.
3. Limit to amount. A faculty member may not accept, in any one academic year, outside employment involving personal compensation in excess of one fourth of the annual salary. The restriction does not apply to such receipts as income from book royalties or from other sources not closely related to the amount of personal time and effort expended.
4. Must be consistent with University interests. The nature of the employment undertaken must not detract from the prestige of the University nor from the professional standing of the faculty member. A faculty member may not undertake outside employment or service with or without compensation if, in the opinion of the Vice President—Academic, it is inconsistent with the interests of the University.
5. Solicitation prohibited. Outside service or consulting work may not be solicited by a faculty member.
6. Use of facilities. University facilities may not be used without approval in connection with compensated outside service. Fees for such use may be determined by the dean or other Principal Administrative Officer in charge, with the approval of the President, or the Vice President—Academic acting for him. The fee schedule must be filed with the Controller. The employee authorized to use such facilities is responsible to the University for payment of such fees.
7. University assumes no responsibility. The University assumes no responsibility for the competence or performance of private professional

service rendered by a faculty member for compensation nor may any such responsibility be implied in any advertising. Official stationery may not be used.

8. No compensation for tutoring own students. No compensation may be accepted by a faculty member for special tutoring of students in courses that he or she teaches.

USE OF NAME

The name, Washington State University, is the exclusive property of the institution and, consequently, should not be used in support of claims or advertisements by any outside organization without permission of the President. Research grants from commercial concerns are given in accordance with a memorandum of understanding which states that the name of the University or any of its departments shall not be used in connection with advertising except by permission.

Faculty members publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given both to the individual author and to the institution in connection with quotations.

Official stationery may not be used in connection with privately compensated outside service. No report or statement relating to private consulting or other services may use the name of Washington State University or be attributed to it. The use of official titles for personal gain or publicity is not appropriate procedure.

USE OF SECRETARIAL STAFF FOR PROFESSIONAL PUBLICATIONS

Faculty members may utilize the services of the secretarial staff of their respective departments to assist in the preparation of professional articles, papers, reviews, etc., if such publications are not for profit by the individual faculty member, but such clerical assistance should not interfere with official work. In the case of a textbook, laboratory manual, syllabus, or other publication for which the faculty member may receive financial compensation, the cost of preparation must be borne entirely by the individual author.

RETIREMENT

RETIREMENT AGE

Sixty-five is the normal retirement age at the University, though one may retire at the age of 62 with reduced retirement benefits. Retirement for faculty personnel whose employment is on an academic-year basis is effective June 16 following attainment of retirement age; retirement for faculty or exempt personnel whose employment is on an annual basis is effective July 1 following attainment of retirement age.

RETIREMENT SYSTEM

The University retirement system has been established by the Board of Regents under authority provided by laws of the state of Washington for the purpose of providing retirement incomes and related benefits to employees. (For details on the retirement system, see information available from the Retirement and Insurance Office.)

SALARY SCHEDULES

The policy of the University is to pay, within the available means, salaries comparable with those paid for similar service in the best land-grant colleges and universities. The University seeks to give teachers, research workers, and administrators maximum opportunity for professional careers by providing sound and equitable personnel policies and assurance of recognition of meritorious performance by appropriate salary advancement, within financial and policy limitations. (See Annual Review, pages 27-30).

A salary schedule which indicates the range of faculty salaries in effect for each rank (calculated on an academic-year and an annual basis) is available to faculty members in the office of the Vice President—Academic.

Payment for summer employment will be at an agreed figure, which in no case may exceed a monthly rate of one ninth of the previous academic-year salary. Normally, total employment is limited to two months. Salaries for full-time summer session teaching for the eight weeks' summer term are equal to two ninths of the regular pay for the academic year. Salaries for shorter periods of service are proportionate.

PAYROLL PROCEDURES

Each employee signs an Employee's Withholding Exemption Certificate, Form W-4, as required by the United States Treasury Department, before being placed on the payroll. Ordinarily, a faculty appointee will have received this form, together with a copy of the *Faculty Manual* and the "Faculty Personnel Questionnaire" prior to the start of employment. The Form W-4 is to be completed, signed, and returned promptly to the Payroll Office. The social security number is a basic identifying number in the Washington State University payroll system and must be shown on the Form W-4 if the employee already has a number. Applications for a social security number may be obtained in the Payroll Office and submitted with the Form W-4; an employee will not be placed on the payroll until a social security number is received by the Payroll Office.

Regular full-time faculty employees are normally paid their annual salaries over a twelve-month period regardless of the period during which the services are rendered. Less-than-full-time faculty employees and all assistants are paid their salaries in installments during the period of service. Payment for annual leave will be paid on the first payroll following the last day worked for annual faculty who retire, resign, or terminate their employment. Academic-year faculty do not earn annual leave.

An employee may sign an authorization in the Payroll Office to have his check sent directly to one of the two qualified state depository banks in Pullman. If no authorization is signed, the check will be mailed on the last working day of the month to his home address.

Washington State University is prohibited by state law from paying salary in advance. (For further information, see *Business Policies and Procedures*, distributed by the Vice President—Business and Finance.)

PERSONNEL RECORDS

A permanent cumulative personnel record is maintained in confidential files in the President's Office for each member of the faculty. Each new member of the faculty fills out a Faculty Personnel Questionnaire, thus providing initial information for the file. Material submitted by deans and department heads, pertinent correspondence, and other information also become part of the cumulative record. Anonymous communications relating to faculty members are not made a part of the personnel files.

FACULTY WORK LOAD

Washington State University does not specifically prescribe a minimum work load for each faculty member. A faculty member is, however, expected to provide a minimum of twelve hours of direct instructional services each week of the appointment period unless assigned research, extension, or administrative duties which require a reduction. Such a reduction shall be made in proportion to the amount of time required by these functions. Adjustment of teaching loads because of committee work is expected to be made only if an abnormal amount of time is required by such service. The same regulations apply to the summer session as to the academic year.

The Vice President—Academic administers the policy on work loads and should be consulted concerning any assignments and activities not consistent with the aforementioned policy.

FACULTY TIME AND ACTIVITY REPORTING

Each member of the faculty is required to prepare a Faculty Leave Report in accordance with current institutional policies. Deans and department heads are responsible for the accuracy of this report in conformity with the prevailing instructions.

EDUCATIONAL ADVANCEMENT OPPORTUNITIES

The Board of Regents has approved a policy that full-time employees of Washington State University may enroll in no more than six hours in any one semester or three hours in any one summer term, with tuition and fees waived; half-time employees may enroll for three hours in any one semester or three hours in any one summer term. This rule applies to total enrollment, not to in-course work only; research, thesis, and noncredit work are included in the maximum permitted in any semester or summer term. No exceptions are permitted to this policy. A person whose employment is on an annual basis may make up time spent in course work by adjusting his or her work schedule with approval of the supervisor.

A faculty member may audit courses by presenting to the Registrar's Office written permission from the instructor. If approved by the Registrar, the faculty member will be issued a Visitor's Card. This card is not issued for laboratory courses. No fee is charged a faculty member for auditing courses, but credit is not allowed for audited courses. A person may not take a special examination for college credit in a course that he or she has audited.

No member of the faculty may receive a graduate degree from Washington State University. Faculty may earn credits applicable for degrees at other academic institutions or for personal enrichment or advancement. Exceptions to this rule may be made for untenured faculty, but then only for compelling reasons, upon recommendation of the Graduate Studies Committee and approval of the President. (Persons who hold faculty status at the time of the enactment of this policy, September 15, 1976, and who are pursuing advanced degrees under present University policy are permitted to continue.)

FACULTY RESEARCH AND OTHER SCHOLARLY AND CREATIVE ACTIVITIES

Members of the faculty are encouraged to participate in research. Two general classifications of research are recognized:

1. Directed research, *i.e.*, projects undertaken by the principal organized research units. Members of the staffs involved function under the policies of these units.
2. Nondirected research, *i.e.*, investigations initiated and undertaken voluntarily by individuals or groups of individuals. Support of these investigations must be approved by the administrative officers concerned, but the investigations are determined by the investigators themselves.

INSTITUTIONAL GRANTS-IN-AID FOR RESEARCH

Members of the faculty in all units are eligible to apply for grants-in-aid, available from general funds allocated by the Board of Regents to encourage and facilitate initiation of research projects.

Application for research assistance should be made on forms available from the Office of Grant and Research Development. Proposals are evaluated by the Grants-in-Aid Subcommittees of the Research and Arts Committee. Money may be requested for:

1. Salaries of research assistants.
2. Wages for technical, clerical, or other assistance.
3. Travel expenses relating to the research project.
4. Research equipment and supplies not obtainable from departmental funds.
5. Other necessary items.

Assistance may be asked for research carried out at any library, in any laboratory, or in the field. Personal compensation to the applicant faculty member is a matter of regular salary consideration and may not be paid out of these research funds. Awards are made by the Dean of the Graduate School on the recommendation of the subcommittees and after consultation with the Research and Arts Committee.

REPORTS AND PUBLICATION

Reports on progress made during the period of the grant are to be submitted to the Research and Arts Committee by individuals to whom grants are made. Each publication of research done under an institutional grant is to include an acknowledgment as instructed in the letter of award.

PROJECT FUNDS FROM OUTSIDE SOURCES

The University encourages individual investigators, departments, and other units to seek financial support for research and other scholarly and creative activities from sources outside the funds ordinarily available to the Board of Regents. Numerous organizations, governmental units, and other agencies offer support for research programs. Demonstrated ability and recognized professional standing of an individual or group constitute the most important means of attracting financial assistance.

Policies and procedures relative to projects supported by outside agencies have been established. A copy of these policies is included in *Business Policies and Procedures*, distributed by the Vice President—Business and Finance. All proposals for research, academic, scholarly, creative, instructional, extension, and service activities require approval of the head of the department, the dean of the college, and the Dean of the Graduate School, to whom the authority has been delegated for giving final University approval to all such proposals. Aid in the preparation of proposals to external agencies is available through the Office of Grant and Research Development. Before an application is forwarded to an external agency, this office is responsible to ensure approval of all concerned units.

Acceptance of any grant, gift, or contract resulting from such proposals must be approved and confirmed in writing by the Vice President—Business and Finance, and copies of all pertinent documents must be deposited with him and the dean concerned.

PATENT POLICY

During the course of University studies or research activities, faculty

members of Washington State University may make patentable discoveries. It is desirable in some cases to undertake the filing of applications for patents in connection with these inventions and discoveries. Securing a patent and granting licenses may provide income for further University research.

The Board of Regents has approved an official patent policy, and *all employees accept as a condition of employment the terms and responsibilities of this patent policy. It is the responsibility of all immediate supervisors to advise employees of this condition of employment.*

Each employee, as a condition of employment, agrees to assign to the University, or its assignee(s), or to the sponsoring agency, as required under agreements governing the work, any and all patents which he or she may seek and/or obtain during University employment. Each person further agrees to execute such documents of assignment to convey to the University, or its assignee(s), all of the employee's right, title, and interest in and to said invention and any and all improvements thereto made during employment of the employee by the University, together with all applications for patents made by the employee and all patents hereafter granted on said invention or improvements thereto; and subsequently to do all things that may be reasonably required to assist all assignees in obtaining, protecting, and maintaining such patent rights.

Since premature publication, public use, or disclosure of a conception, an invention, or an improvement thereto may jeopardize the rights of the employee and the University, or its assignee(s), to secure patent protection, the employee agrees that there shall be no publicity concerning said conception, invention, or any improvement thereto until after filing of patent application in the United States Patent Office disclosing said invention or improvement. All publicity, public reports, interviews, news releases, speeches, public disclosures, or public demonstrations of said invention or improvement subsequent to such filing shall have prior clearance in writing from the University, or its assignee(s).

Any faculty member who believes he has a patentable discovery must prepare a formal Disclosure of the conception and refer this to the Patent Committee for action. (For further details on patent procedures, see information available from the Office of the Vice President—Business and Finance.)

Income derived from patents is used for advancing the research activities of the unit of the University responsible for such income, except that revenues clearly in excess of the reasonable needs for research in that unit shall be subject to reallocation by the Regents, on recommendation of the President. As a matter of general policy, where an invention is assigned to Research Corporation, The Battelle Development Corporation, or other firms with which the University is associated for patenting, the inventor(s) will receive a percentage of the royalties.

Where an invention is assigned to the University, the University will negotiate a division of income.

POLICY ON FACULTY INVOLVEMENT AND RESIDUAL RIGHTS IN FILMS, VIDEOTAPES, AND OTHER INSTRUCTIONAL MEDIA

Washington State University may transmit or reproduce by television, radio, or other means, for local or general distribution, news and general information programs prepared by WSU on which faculty members have appeared. The negotiation of a contractual agreement between the responsible faculty member(s) and the University is handled through the Vice President—Academic. (For details on these policies and procedures, see information available from the Vice President—Academic.)

ACADEMIC FREEDOM

Nothing in the patent policy nor the instructional media policy shall be construed as abridging a faculty member's academic freedom in the classroom.

LIABILITY

Faculty members should be aware that they and/or the University may be held liable in the event of copyright or defamation actions.

FACULTY AND STAFF TRAVEL

Authorized travel by University employees is subject to state regulations and to such budgetary and travel regulations as are established by the University, as well as by certain units thereof. Expense of travel not within the scope of these regulations will not be reimbursed from University funds nor from any funds administered by it. For purposes of these regulations, "In-State Travel" includes only travel within the state of Washington.

Travel authorization forms should be submitted to the Principal Administrative Officer via channels established by the respective units for the contemplated travel by all employees.

For liability determination, it is required that a travel authorization be on file in an appropriate central office for every trip in connection with University business, whether or not there will be any cost to WSU.

APPLICANT TRAVEL

It is occasionally important that potential faculty members be invited to the campus for interviews. A recommendation for each such visit is to be submitted either to the President or to the Vice President—Academic on the regular travel authorization form. Following approval of this recommendation, *the invitation to come to the campus should be sent* by the department head, dean, or director concerned. It should include a statement that travel expenses will be reimbursed only for round-trip, tourist air fare. (For detailed information about travel regulations, consult *Business Policies and Procedures*, distributed by the Vice President—Business and Finance.)

INSURANCE

The University provides group medical insurance programs, a salary continuation insurance program, and a life and accidental death and dismemberment program. All full-time employees, as well as part-time employees working at least 20 hours per week in a regular position eligible for the retirement program, may participate. The industrial insurance and medical aid programs of the state cover every employee. (Consult the Retirement and Insurance Office for details of these programs.)

INSTITUTIONAL LIABILITY INSURANCE

The University carries a form of liability insurance which covers the liability of each individual faculty member acting within the scope of his or her duty while representing Washington State University, except for actions involving their individual automotive vehicles; limited libel, slander, false arrest, and malicious prosecution; and for actions one against another. This statement is for information purposes; the policy provisions apply in each case. (Consult the Retirement and Insurance Office for policy provisions.)

SECTION FIVE

Revision of Preceding Sections

Revision of the preceding sections of this *Faculty Manual* may be proposed by any unit of the University or by any member or group of members of the faculty. All proposals shall be submitted in writing to the Senate Faculty Affairs Committee or to the Faculty Status Committee for study and review. A copy shall also be submitted to the President for his information and possible referral to the Principal Administrative Officers for review. Recommendations for revisions shall be submitted by the Faculty Affairs Committee or the Faculty Status Committee to the University Senate for consideration and action. The University Senate shall submit its recommendations to the President, who has final responsibility, as delegated by the Board of Regents, for revisions or changes in the *Faculty Manual*.

SECTION SIX

Business Procedures*

BUDGETS

During the spring of each even-numbered year, the University's Budget Committee reviews the financial needs of the institution and submits a recommended biennial budget to the President for his approval and for the approval of the Board of Regents. On or before the following September 1, a biennial budget is submitted by the Board of Regents to the Governor of the state who reviews it and prepares his recommendations for the attention of the Legislature.

Program and departmental allocations within the limits of available funds and based on actions of the Budget Committee are made annually after review by concerned administrators, the Vice President—Academic, the President, and the Board of Regents.

EQUIPMENT

All equipment purchased by or given to the University or to one of its departments is the property of Washington State University and not the property of a department or other unit. Priority in the use of a piece of equipment ordinarily is in the department that purchased it out of its department funds. No individual has any proprietary interest in property of the University, nor are University buildings available for the permanent or continuing storage of employee personal property not used in official operations. Property continuously stored in University buildings is presumed to be state property. Department heads and Principal Administrative Officers are responsible for maintaining inventories of equipment and are the custodians of the property assigned to

*For detailed description of business procedures, see *Business Policies and Procedures*, distributed by the Vice President—Business and Finance.

their respective units. University equipment may not be borrowed by or loaned to an individual for private use. The Controller is authorized to rent certain items of equipment at times not needed in University operations.

PURCHASING

All purchases by any unit of the University must be arranged through the Division of Purchasing prior to acquisition of the merchandise or equipment by the University or by one of its employees. Forms as furnished by the Purchasing Manager must be used to place purchase orders. Purchasing procedures are prescribed by state law and regulation and must be observed by all units of the University. The acquisition or custody of property not covered by normal purchasing procedure should be reported to the Vice President--Business and Finance.

CASH RECEIVED BY EMPLOYEES OUTSIDE CONTROLLER'S OFFICE

Except for those departments traditionally considered as vendor departments, no department can sell goods or services to students, employees, other departments, or the general public without obtaining specific authority from the Assistant Vice President--Finance. The procedures for handling cash sales must be coordinated with the Controller. Washington State University Receipt/Invoices or other receipts or invoice documents approved by the Controller must be used by all departments to record payments or charges immediately upon receipt. All payments made to employees handling accounts and sales of produce, poultry, trees, and other property of the University, or for which the University is responsible, are to be deposited intact within a week with the Office of the Controller. Cash, checks, or other payments totaling \$100.00 or more are to be deposited daily. The department must be responsible for providing adequate safeguards for cash.

(Departments may make charge sales only when authorized by the Office of the Controller.)

APPROVAL OF CONTRACTS AND MEMORANDA OF AGREEMENTS

The Vice President--Business and Finance, or his designee the Assistant Vice President--Finance, is the contracting officer for the University. Each agreement or arrangement that any unit of the University or any

employee wishes to enter into which, if made, would commit the University to any obligation, financial or otherwise, must be reduced to a formal written instrument in the form of a contract or memorandum of agreement. These contracts or memoranda of agreement must be approved and signed by the Assistant Vice President—Finance. A person wishing to negotiate such an agreement should, with the approval of his dean or director, discuss it in principle with the Assistant Vice President—Finance in advance or at least in the early stages of negotiation. A sufficient number of copies of each proposed contract or memorandum of agreement should be routed to the Assistant Vice President—Finance to permit the retention of one copy in the permanent contract files. (See pages 63-64, policies for Faculty Research and Scholarly Activities.)

BONDING OF EMPLOYEES

Every member of the faculty and staff is bonded in the amount of \$100,000.00 as an employee of the state of Washington. It is not consistent with University policy for any employee to handle funds for any other organization as a part of his duties as a University employee.

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